



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Examination Invigilator Job Description

Postholder	Examination Invigilator
Overall Responsibilities	To assist in the preparation and conduct of examinations in accordance with the regulations of the Joint Council for Qualifications (JCQ), examination boards and school policies.
Scale/Salary	B3 Pt 7 – £14.14 per hour
Responsible To	MIS Manager
General Responsibilities	• Keep examination question papers and materials secure and confidential before, during and after examinations. • Ensure examination rooms are set up according to the official regulations. • Ensure that candidates receive the correct question paper(s) and supporting material(s). • Ensure that candidates abide by the rules of the examination boards at all times whilst in the examination room. • Deal with candidates' queries in accordance with the appropriate examination board rules. • Ensure that no unauthorised materials, such as mobile phones, MP3 players and watches are brought into the examination room. • Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty. • Keep disruption in the examination rooms to a minimum. • Deal with emergencies or irregularities effectively and promptly. • Record or report any incidents, disruption or irregularities immediately. • Collect in all examination scripts and materials at the end of the examination. • Securely return all examination scripts and materials to the Exams Team.
Quality Assurance and Standards	• To set a good example to students in terms of dress, punctuality and attendance. • To be professional when dealing with visitors, staff, students and outside agencies. • To attend team and staff meetings as required and be proactive in matters relating to health and safety. • Attend an annual invigilator training session and stay abreast of any changes to JCQ and examination board regulations. • To implement and promote the school's policies and procedures relating to all areas of employment and service delivery. • To be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting concerns to the appropriate person.
Additional Duties	• To support the school's distinctive aims and Catholic ethos and to encourage students to follow this example. • To participate in induction training, staff review process and professional development opportunities as requested. • To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description, such as supervision of students with a timetable clash or facilitating candidates' access arrangements (for which full training will be provided). • To undertake any professional duties that may be reasonably assigned by the Headteacher.