



Midsomer Norton  
Schools Partnership



## **JOB DESCRIPTION**

<b>JOB TITLE:</b> <i>Exam Invigilator</i>
<b>RESPONSIBLE TO:</b> <i>Data &amp; Assessment Manager</i>
<b>DATE:</b> <i>September 2024</i>

### **1. PURPOSE OF JOB**

*To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.*

### **2. PRINCIPAL DUTIES AND RESPONSIBILITIES**

*Assist in the setting up of examination rooms in accordance with strict*

- procedures (arranging tables, laying out stationery, equipment and examination papers. Please note, some stationery piles can be heavy.);*
- Ensure all candidates receive the correct examination papers and answer papers.*
- Use vigilance to be aware of any needs that candidates may have during an examination.*
- Ensure Answer Scripts are collected in candidate number order and are supervised as required until they are delivered to the Exams Office.*
- Ensure that the Examination Room and surrounding environment is conducive to examination conditions and minimise distractions.*
- Supervise the entry and exit of candidates to and from the Examination Room.*
- Maintain security and confidentiality at all times and report any malpractices to the Exams Office via appropriate procedures.*
- Ensure that examinations begin and end on time as scheduled and follow College procedures for implementing.*
- Do not under any circumstances assist a candidate in any way during the examination.*
- Complete General Administrative duties as directed by the Examinations Officer*
- Deal with emergency situations e.g. student illness, fire alarm etc. via relevant methods / procedures.*
- Deal sensitively with candidates who have special arrangements*
- Be familiar with and adhere to the Instructions for the Conduct of Examinations issued by the Joint Council for Qualifications – a copy will be issued annually.*
- Be available to work flexibly in ensuring that examination processes are completed at the end of each examination*
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, SEN, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.*
- Any other reasonable duties designated by the Principal or Exams Officer*

**3. FACTS AND FIGURES**

- *Approx. 1300 Students on roll – up to 10% of SEN*
- *Approx. 200 Staff*

**4. ADDITIONAL INFORMATION**

- *Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.*
- *Employees will be expected to comply with any reasonable request from a Leader to undertake work of a similar nature that is not specified in this job description.*
- *Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.*
- *This job description is current at the date shown, but will be reviewed annually as part of the Performance Management process or at other appropriate times as determined by the Principal.*

**5. GENERAL**

- *This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.*
- *Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.*

**Additional Information**

*This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

**Post Holder:**

**Line Manager:**

*Name: .....*

*Name:.....*

*Signature: .....*

*Signature: .....*

*Date.....*

*Date .....*