



# Haygrove School

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## JOB DESCRIPTION

2022

**Job Title:** Examination Invigilator/Reader and Scribe

**Responsible to:** Examinations Officer

**Hours:** Variable

**MAIN PURPOSE** To oversee and supervise examinations, ensuring guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

## RESPONSIBILITIES AND KEY TASKS

The post holder will:

- Assist with setting-up the examination room by laying out stationery, equipment and examination papers as instructed and in accordance with strict procedures.
- Assist with the preparation of a seating plan direct candidates at the start of examinations in accordance with the seating plan.
- Offer advice and guidance to unregistered candidates who are therefore without allocated seats.
- Check attendance against register of candidates entered for the examination.
- Ensure candidates do not talk once inside the examination room.
- Exercise a constant surveillance of the examination room, paying special attention to possible incidents of malpractice and candidates requiring assistance.
- Deal with queries raised by candidates and examination irregularities in accordance with examination board procedures.
- Record details of late arrivals and early leavers, collecting scripts from early leavers as appropriate.
- Escort candidates from the room during an examination, as required, supervising them whilst outside the examination room.
- Collect and collate scripts at the end of the examination and take scripts to the Examinations Office as instructed.
- Supervise candidates as they leave the examination room, ensuring that examination equipment or stationery provided is not removed. Ensure candidates leave in an orderly and quiet manner.
- Keep details of candidates and examination materials strictly confidential
- All duties must be carried out with the minimum of distraction to candidates.

**Other**

- To assist in other activities as may reasonably be requested by the school from time to time.
- Contribute to the safeguarding and promotion of children's welfare and be aware that safeguarding is everyone's responsibility.

## **REPORTING AND MANAGEMENT**

- The main points of contact will be with the Examinations Officer and /or Lead LSA who will give any specific instructions relating to the examination and the candidates involved.

## **RELATIONSHIPS**

- There will be contact with candidates throughout the examination, directing them to their seats, ensuring that they conduct themselves within examination protocol and assisting with requests.
- There will be direct contact with candidates entitled to additional support, reading examination questions and text and for listening to students when acting as a scribe
- There will be contact with the other Examination Invigilators with whom the post-holder will be working as a team and supporting one another.
- In addition a consistent manner is required when dealing with staff and students acting in a professional manner at all times.

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicant or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## **Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.



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## PERSON SPECIFICATION

There are a number of skills and qualities that are desirable in an Examinations Invigilator, Reader and Scribe. These qualities include:

- Good interpersonal skills
- Good written and verbal English skills
- An ability to remain calm under pressure
- An ability to work to predetermined instructions and set procedures
- An ability to work as part of a team or alone as necessary
- Accuracy and attention to detail
- Be able to maintain confidentiality of examination materials and candidate details
- A flexible approach to work in case examinations run over time
- An ability to make decisions within laid down procedures and know when to refer to decisions to the Examinations Officer
- Organised and reliable and punctual
- Common sense and initiative
- An ability to write in a clear and legible way when recording students answers
- An ability to read clearly and at an appropriate pace when supporting students with additional educational needs