

AYLSHAM HIGH SCHOOL

JOB DESCRIPTION

Title:	Examination Invigilator Scribe/Reader
Ref:	GR4016
Reporting to:	Examinations Officer
Salary:	Scale B Point 7 to 9 (£7.04 ph)
Hours of work:	As required

Main purpose: To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

Duties and responsibilities:

1. To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
2. To adhere to the school's policies and procedures.
3. To have an extensive knowledge of the examination room guidelines and procedures.
4. Ensuring the examination room is prepared and allowing candidates into the room.
5. Picking up examination material prior to the exam.
6. Maintaining the security of examination materials at all times.
7. To help distribute examination materials.
8. To help ensure the candidates are informed of examination regulations prior to the examination commencing.
9. Dealing with candidates who have arrived to take the exam, but who are not on the register list. (this must be reported to the Exams Officer immediately)
10. To ensure all candidates are correctly identified.
11. Ensuring that candidates have the correct papers.
12. Ensuring attendance registers are completed and given back to the exams officer.
13. Ensuring that candidates who arrive late to an exam are dealt with quickly and according to regulations.
14. Distributing additional equipment as required.
15. Dealing with candidate queries during exams.
16. Supervising the exam according to the relevant time and meeting any additional conditions.
17. Escorting candidates on toilet breaks, ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
18. Ensuring exam conditions are maintained whilst dismissing candidates from their exam.
19. To report/communicate any problems/incidents/emergencies to the examinations officer.
20. Ensuring scripts are collected, collated as per instructions and delivered to the exams officer. (Scripts must **NEVER** be left unattended)
21. Any other duties as can be reasonably expected and as seen fit by the exams officer/senior staff.

Review:

This job description may be subject to modification or amendment 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.