

Job Description

Directorate:	Children's Services	
Post Title	Senior Examinations Invigilator AA680	
Evaluation	348 Points	Grade: N3
Responsible to	Examinations Officer or Senior Management	
Responsible for	Other invigilators as appropriate	
Job Purpose	To supervise pupils/students whilst they are undertaking examinations in accordance with school and examination board policies and procedures.	

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.
- 2 To maintain discipline and supervise the conduct of pupils/students in and around the examination venue, dealing with and reporting any misconduct in accordance with school procedures. Also, to refer to senior staff when appropriate.
- 3 In the absence of teachers take responsibility for starting and finishing examinations for small numbers of pupils.
- 4 To escort pupils/students to the designated 'withdrawal room' if deemed to be necessary.
- 5 To escort pupils to the appropriate seat and check for absences to be followed up.
- 6 To monitor students during the examination to ensure exam regulations are adhered to.
- 7 To provide additional support to pupils/students who require assistance to complete examination papers.
- 8 To ensure all scripts and examination stationery are collected and checked at the end of each examination and to assist the examinations team in checking off completed scripts in preparation to forwarding to the examinations boards.

- 9 To return confidential scripts and associated documentation and equipment to the examination secure area.
- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 11 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007