

## Job Description – Exam Invigilator

The Futures Trust and Hinckley Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Exams Officer
<b>Grade</b>	Grade 1 starting salary £9.25 per hour
<b>Hours</b>	Casual work
<b>Location</b>	Based at Hinckley Academy

### Job Purpose

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.

### Duties and responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and schools within The Futures Trust
- To ensure candidates obey the regulations of an examination room in accordance with JCQ
- To play a key role in upholding the integrity of the examination/assessment process
- To maintain security and confidentiality
- Assist with the packaging of examination papers, stationery (sometimes heavy) and equipment prior to the examination and the delivery to and from venues as appropriate
- To assist in the setting up of examination rooms
- To ensure all candidates receive the correct examination question papers
- To be aware of any specific needs that candidates may have during an examination
- Facilitate access arrangements for candidates, for example as a reader, scribe, prompt etc. (full training will be provided)
- To start and lead the examination when required
- To record attendance on the official examination registers
- To record details of late arrivals
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, revision notes or other paperwork unless told otherwise

- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To record any incidents that happen in the exam room incident register, and also report to the examinations office
- To ensure there is no talking or disruption for the candidates once in the examination room
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to exams officer/assistant
- Escort candidates between venues during the examination as required
- To supervise clash candidates between exam sessions
- To support students with special exam access arrangements by reading or scribing if required
- Know how to deal with emergencies in examination conditions, including evacuation routes from the building
- Keep an unobtrusive yet watchful presence over the exam, by moving quietly around the room
- Exam related administrative tasks
- To assist in other activities as may reasonably be requested by the Centre from time to time
- To attend meetings, training, refresher or review sessions as required

### **Line management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties, and providing advice and guidance to other employees.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Exam Invigilator are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

<b>Special conditions of employment</b>
<b>Rehabilitation of Offenders Act 1974</b> This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

### **Safeguarding and Promoting the Welfare of Children and Young People**

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**