



## HATTON ACADEMIES TRUST

### JOB DESCRIPTION

<b>Post:</b>	<b>Examination Invigilator – Sir Christopher Hatton Academy</b>
<b>Reporting to:</b>	<b>Exams Officer</b>
<b>Supervised by:</b>	<b>Lead Invigilator when present during an Examination</b>
<b>Hours:</b>	<b>Ad-hoc – by mutual agreement</b>
<b>Salary:</b>	<b>£8.00 per hour</b>

#### Key Focus

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.

#### Key Responsibilities of an Examination Invigilator

- Assist the Lead Invigilator/Examinations Officers in the setting up of examination rooms
- Ensure all candidates receive correct examination question papers, appropriate answer books and additional materials as required
- Ensure no inappropriate items are brought into the examination hall, including but not limited to iPods, iWatches, mobile phones, MP3/4 players, revision notes or other paperwork as outlined in the JCQ Guidelines
- To be aware of any needs that candidates may have during an examination (i.e. extra time)
- Ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- Record attendance on the examination registers - immediately reporting any discrepancies to the Examinations Officer
- If required, ensure all candidates are aware of the pre-exam start information and any erratum notice that may affect them
- Write the start and finish times on the board
- Be vigilant at all times to prevent cheating and ensure there is no talking or disruptions once an examination has begun

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Deal with any emergencies that arise during the examination, which may include escorting pupils from the room, and record details as required
- Ensure that candidates **ARE NOT** helped in any way with the question paper
- Ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Exams Office
- Collect and return to the Exams Office all material (ie candidate cards, spare papers)
- Dismiss candidates in an orderly manner
- Responsibility for safeguarding and promoting the welfare of children at the academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Exams Officer / Principal / Vice Principal commensurate with the pay and grade of the post.
- To assist in other activities as may reasonably be requested by the centre from time to time

Signature of Postholder: \_\_\_\_\_

Date: \_\_\_\_\_