**Job Title:** Exam Invigilator and Scribe

**Salary:** £12.45 per hour

**Hours of work:** As required

**Responsible to:** Data and Exams Officer

**Post Objective:**

To work as part of a team of invigilators and on your own when required (with small numbers of students) supervising pupils undertaking school and external examinations in accordance with the legal and school requirements.

**Duties, Responsibilities and Key Tasks:**

* Ensuring appropriate preparation of the exam room as required by the examination board.
* Assist with setting out student numbers.
* Supervising the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
* Assisting with admittance of the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
* Distribution of examination papers and associated materials at the beginning of the examination and collecting them at the end.
* Distribution of additional paper and/or equipment as necessary e.g. calculators.
* Responding to candidates’ non-curricular queries in accordance with examination regulations.
* Escorting and supervising any candidates who may need to leave the examination room in an emergency.
* Assisting in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
* Ensuring that any minor behaviour issues are dealt with in line with school policy.
* Reporting any breaches of examination code of conduct to the supervising teacher/invigilator/examinations officer immediately.
* Read and scribe for students when needed.
* Ensuring that the examination room is clear and tidied for the next session and that equipment is fully stocked.
* Adhere to the JCQ Rules and Regulations as set out in the GVQ Instructions for Conducting Examinations.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

*Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.*