

Role Profile: Exam Invigilator (0-hour)

Purpose

The primary responsibility of the invigilator is to supervise the conduct of pupils and provide support in a calm and approachable manner whilst maintaining examination integrity.

Key Accountabilities

- Reporting to the Exams Officer/Lead Invigilator at an agreed time.
- Conducting the examinations according to the regulations of the Joint Council for General Qualifications.
- Understanding and complying with Exam Boards & JCO's Instructions for conducting examinations.
- Assisting in preparing the examination room i.e. putting up clocks, writing start and finish times, putting up notices and seating plans as per Exam Board rules and regulations.
- Admitting candidates to the room in a quiet and orderly way.
- Being constantly vigilant and aware of student needs whilst the exam is in progress to the exclusion of any other task.
- Making sure that students comply fully with the rules & regulations of the Examination Boards.
- Compiling accurate attendance/absentee records and completing the administrative processes and paperwork as direct by the Exams Officer.
- Collecting question papers and completed scripts at the end of the exam, in candidate number order and keeping them secure until handed over to the Exams Officer.
- Returning all confidential materials to the Exams Officer at the end of the session.
- Ensuring the exam room is kept tidy and all materials collected and put away/
- Providing additional support to specific pupils as directed by the Exams Officer or SENDCo.
- Assisting in other activities as may reasonably be requested by the centre from time to time.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	Well organised Reliable and Punctual Excellent communication skills	
Experience		Previous experience in invigilating or supervising examinations. Experience of working with young people.

Key Stakeholders:

Internal –

Senior Leadership Team, Teaching Staff, Non-Teaching Staff, Pupils

External –

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the postholder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: