

Role Profile: Examinations Officer

Reporting to	Andrew MacMillan (Exams Officer)	Responsible for	Exam Invigilators
Grade	Exam Invigilator (Term time)		
Salary	£13.50 per hour		
Hours of work	Zero Hour Contract – Term time during exam dates		
Other information	Appointment subject to satisfactory references, enhanced DBS check etc.		

Purpose

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Quinton House School's instructions.
- To play a key role in upholding the integrity of the examination/assessment process

Key Accountabilities

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room

- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - supervision of clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks

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	<ul style="list-style-type: none"> • An ability to communicate effectively with all stakeholders including teachers, parents, pupils and colleagues 	<ul style="list-style-type: none"> • Evidence of the ability to work as a member of a team
Experience		<ul style="list-style-type: none"> • Experience of working as an exam's invigilator • Experience of working within an educational setting
Other	<ul style="list-style-type: none"> • To be honest and trustworthy in order to uphold the Joint Council for Qualifications examination regulations • To be a confident and a reassuring presence to candidates in exam rooms • An understanding of, and a commitment to the ethos of the school as a community • Excellent attendance and reliability record • Willingness to be the sole person present during smaller examinations • Personable and presentable • A concern for the reputation of the school 	<ul style="list-style-type: none"> • Flexibility to be able to adjust working hours to ensure all examinations have the required number of invigilators

Key Stakeholders:

Internal – Headteacher, Staff, Students

External – Parents, Joint Council for Qualifications (JCQ), other external agencies

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 post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: