

Job Title	Lead Exam Invigilator	Salary	£15,68 per hour
Reports to	Exams Manager		
Responsible for	NA		
Purpose of job	Lead Exam Invigilator - £15.68 per hour		
<ul style="list-style-type: none">To supervise a group of invigilators to oversee the smooth running of an exam roomTo act as the leader of the group to ensure that exams run in accordance with the published regulations			
Main duties and responsibilities			
<ul style="list-style-type: none">To have a key role in upholding the integrity and security of the examination/assessment processTo be conversant with the Joint Council for Qualifications (JCQ) exam requirementsEnsuring that the exam room meets requirements (e.g., JCQ posters displayed; working clock visible to all students; exam information displayed)Ensuring that students are seated in the exam hall in an appropriate mannerEnsuring that student identification is checkedEnsuring students are aware they are under exam conditionsEnsuring students do not have unauthorised materials or equipment (including mobile phones and MP3 players) in their possession. Removing and storing such equipment until after the end of the examEnsuring that coats and bags are stored away from exam desks and are not accessible by studentsEnsuring pencil cases are clear see-through, removing those that do not conform. Checking that calculators and calculator cases do not contain unauthorised material. Ensuring that student drinks have labels removed from bottlesDealing with students not listed on the attendance registerEnsuring that the correct exam papers are being used for the examDistributing papers and any other authorised materials to candidatesReading erratum notices issued by the exam boardsNotifying candidates of the start of the examRecording start and finish times of exams to notice boardEnsuring the attendance register is completed			

- Ensuring late students are briefed, seated and allowed to partake in the exam with minimum fuss
- Ensuring the supervision of students is carried out in a quiet and unobtrusive manner
- Responding to students' and invigilator queries in accordance with exam regulations
- Distributing additional paper/equipment as required
- Notifying candidates that the exam has finished
- Ensuring exam conditions are maintained until candidates are dismissed from room
- Ensuring that the exam scripts are never left unattended, are sorted in attendance register order and returned to the Examinations Officer immediately after the exam
- Ensuring that nothing has been left at the desk and no graffiti has been made during the exam

General

- Attend and participate in relevant meetings, training and other learning activities
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Be aware of access arrangements to ensure all students have opportunity to participate in examinations
- To act at all times in accordance with the school's equal opportunities policy
- To behave at all times in a manner that promotes the best interests of the school and treats others with respect
- Be responsible for own health and safety as well as that of colleagues, students and the public
- To carry out any other duties as directed by the Exams Officer in keeping with the nature and grade of the post

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment