



## **The Harvey Grammar School**

### **EXAMINATION INVIGILATOR**

**Casual Relief Contract - not required daily**  
**HGS3 – £12.21 per hour (pro rata to £23,557 for a full-time position)**

#### **Job Description**

**LINE MANAGER: Examinations Officer**

#### **AIM OF THE ROLE**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Harvey Grammar School regulations and instructions.

To have a key role in upholding the integrity and security of the examination process.

#### **SPECIFIC RESPONSIBILITIES**

To support the Examinations Officer with the day-to-day operation of examinations. This activity will include:

- reporting to and being briefed by the exams officer prior to each exam session
- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- following the correct timing of the examination
- keeping confidential exam question papers and materials secure before, during and after examinations
- ensuring that candidates do not talk once inside examination venues
- Dealing with emergencies or irregularities effectively, recording and reporting any incidents, disruption or irregularities and liaising with the Examinations Officer as needed
- checking attendance during examinations
- recording details of late arrivals and early leavers and collecting scripts from early leavers
- supervising and observing candidates at all times, being vigilant throughout examinations, ensuring that any non-exam related tasks are not undertaken in the examination room
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- collecting and collating scripts at the end of the examination in accordance with strict procedures
- assisting with the preparation of script envelopes
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- undertaking supervision of exam timetable clash candidates between exam sessions
- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- delivering scripts to departmental and school offices
- assisting the Examinations Officer with other examination processes as appropriate
- Undertaking mandatory training, annual update and review sessions as required including relevant online invigilator training and assessment for each academic year
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.