



Hyde High School

Job description: Exam Invigilator

Grade: B, SCP 3

Working pattern: Casual: must be available May and June each year

Responsible to	Exams Officer/Business Manager
Core Purpose	To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and Hyde Community College instructions. To play a key role in upholding the integrity of the examination/assessment process.
Key responsibilities	
Before exams to:	• Report to and be briefed by the Exams Officer prior to each exam session. • Keep confidential exam papers and materials secure before, during and after exams. • Ensure exam rooms are set out in line with JCQ regulations. • Admit candidates into exam rooms. • Identify, seat and instruct candidates in the conduct of their exams. • Distribute the correct exam papers and materials to candidates.
During exams to:	• Supervise and observe candidates at all times and be vigilant throughout exams. • Keep disruption in exam rooms to a minimum. • Deal with emergencies or irregularities effectively. • Record/report any incidents, disruption or irregularities. • Complete attendance registers. • Deal with candidate questions according to the regulations.
After exams to:	• Instruct candidates in finishing their exams and to collect and keep secure exam scripts. • Dismiss candidates from the exam room. • Check candidates' names on scripts match the details on the attendance register. • Securely return all exam scripts and exam materials to the Exams Officer.
Other:	To attend annual training, update or review sessions as required throughout the year, including Child Protection and Data Protection. To undertake, where required and where able, other duties requested by the Exams Officer, including but not restrictive to: • Supervision of candidates between exam sessions.

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| | <ul style="list-style-type: none">• Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).• Other exams-related administrative tasks. |
| <p>This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.</p> <p>The successful applicant will be subject to an enhanced DBS check.</p> | |