

Lancaster Girls' Grammar School

JOB DESCRIPTION	
JOB TITLE:	Examinations Invigilator
PAY RATE :	SCP 1 (currently £9.25 per hour) Plus 15% per hour holiday pay for staff with under five years' service Plus 18% per hour holiday pay for staff with over five years' service
HOURS :	Casual, to be agreed with the staff member Usually between the hours of 8am and 6pm, weekdays, school term time only
RESPONSIBLE TO:	Senior Invigilator / Examinations Officer
JOB PURPOSE:	To ensure the fair and proper conduct of examinations / tests according to the school's / examination board's rules, in an environment that enables pupils to perform at their best.
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Assist in the setting up of examinations venues, laying out equipment and papers in accordance with instructions 2. Ensure that all unauthorised materials / equipment are removed from candidates before the exam starts 3. Communicate examination procedures to pupils and oversee behaviour 4. Ensure that all candidates receive the appropriate examination question papers and any answer booklets / paper as necessary 5. Invigilate the examination, including referring examination irregularities to nominated person 6. Respond to pupil requests during the examination 7. To be aware of any needs that candidates may have during an examination and respond to any queries in accordance with the exam regulations 8. Escort candidates from the location during the examination, such as for toilet breaks 9. Ensure that answer scripts are collected in candidate order and are supervised as required until they are delivered to the examinations officer 10. Ensure candidates follow JCQ and school exam regulations while in an examination room 11. Maintain security and confidentiality 12. Maintain candidate attendance and absence records 13. Ensure that exam conditions are maintained until the candidates have left the examination room 	

14. To assist in other activities as may reasonably be requested by the school from time to time.

15. To undertake in-school training as required

General:

- At all times to carry out the duties in accordance with data protection legislation, school-based policies and Health and Safety procedures, including risk assessments and take action where hazards are identified, including reporting any serious hazards to line manager
- To fully participate in the School's appraisal scheme where appropriate
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Agreed by: JSC / JLM

14 / 10 / 2020