

## **JOB DESCRIPTION**

<b>Title of Post:</b>	Examination Invigilator and/or Scribe/Reader
<b>Purpose of Job:</b>	Be responsible for maintaining the security of examination papers. Ensure that both School & Awarding Body guidelines and regulations are followed.
<b>Pay:</b>	£9.80 per hour

### **Duties and Responsibilities:**

#### **Procedures**

- Assist in setting up the examination room and laying out question papers
- Supervise candidates as they enter the examination room and locate their desks, ensuring silence is maintained
- Collect and secure candidates' mobile phones and other prohibited items
- At the end of the examination collect candidate scripts, question papers and cards in a timely, secure and orderly fashion
- Assist in dismissing the candidates at the end of the examination
- Tidy desks at the end and make ready for the next session
- Where acting as a Scribe or Reader to do so according to the regulations provided by the Joint Council for Qualifications (JCQ)

#### **Conduct**

- Ensure silence is maintained and disruption avoided in the examination room
- Ensure that all candidates comply with instructions and do not communicate with other candidates
- Ensure that all candidates are under constant observation
- Walk discreetly around the examination room occasionally, but without pausing at any one desk (unless for good reason), ensuring no candidate has prohibited items; remove any that are found and report them to the Senior Invigilator or Examinations Officer
- Escort a candidate to the toilet, if required
- Work as part of a team of invigilators when invigilating large examinations

Invigilators should ensure that they are fully familiar with the Instructions for the **Conduct of Examinations**, a copy of which is kept on the front desk in the examination room.

**Davenant is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedure in place, which promote safeguarding and safer working practice across the school.**