



# Hyde High School

<b>Job description: Exam Invigilator</b> <b>Grade: B, SCP 3</b> <b>Working pattern: Casual: must be available May and June each year</b>	
Responsible to	Exams Officer/Business Manager
Core Purpose	<p>To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and Hyde Community College instructions.</p> <p>To play a key role in upholding the integrity of the examination/assessment process.</p>
<b>Key responsibilities</b>	
Before exams to:	<ul style="list-style-type: none"> <li>• Report to and be briefed by the Exams Officer prior to each exam session.</li> <li>• Keep confidential exam papers and materials secure before, during and after exams.</li> <li>• Ensure exam rooms are set out in line with JCQ regulations.</li> <li>• Admit candidates into exam rooms.</li> <li>• Identify, seat and instruct candidates in the conduct of their exams.</li> <li>• Distribute the correct exam papers and materials to candidates.</li> </ul>
During exams to:	<ul style="list-style-type: none"> <li>• Supervise and observe candidates at all times and be vigilant throughout exams.</li> <li>• Keep disruption in exam rooms to a minimum.</li> <li>• Deal with emergencies or irregularities effectively.</li> <li>• Record/report any incidents, disruption or irregularities.</li> <li>• Complete attendance registers.</li> <li>• Deal with candidate questions according to the regulations.</li> </ul>
After exams to:	<ul style="list-style-type: none"> <li>• Instruct candidates in finishing their exams and to collect and keep secure exam scripts.</li> <li>• Dismiss candidates from the exam room.</li> <li>• Check candidates' names on scripts match the details on the attendance register.</li> <li>• Securely return all exam scripts and exam materials to the Exams Officer.</li> </ul>
Other:	<p>To attend annual training, update or review sessions as required throughout the year, including Child Protection and Data Protection.</p> <p>To undertake, where required and where able, other duties requested by the Exams Officer, including but not restrictive to:</p> <ul style="list-style-type: none"> <li>• Supervision of candidates between exam sessions.</li> </ul>

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