

Job Description

Post Title	Examinations Invigilator
Reporting to	Examinations Team
Responsibility level	Hourly rate equivalent to or above the national minimum wage Term time only – casual – various hours available
Location	Grace Academy Coventry
Job Purpose	To assist with the invigilation of external and internal examinations
Main Duties	<ul style="list-style-type: none"> • Assist with ensuring candidates enter the examination room in an appropriate manner and are seated according to seating plan • Closely follow and enforce examination procedures and regulations • Open and distribute papers and any authorised examination material to candidates • Complete exam attendance register and sign invigilation register • Record details of late arrivals and early leavers and collect scripts from early leavers • Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate • Ensure that all desks are left clear • Assist in ensuring that examination conditions are maintained until the candidates have left the room
Specific duties	<ul style="list-style-type: none"> • Supervise candidates during examinations, ensuring that regulations for the conduct of exams are adhered to • Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures • Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues, particularly in the event of a fire alarm sounding • Supervising candidates needing to leave the examination room, ensuring that no unauthorised material is consulted and that examination regulations are observed at all times • Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures • Collecting all scripts and question papers and sorting into order according to the attendance register • Report immediately to Examinations Officer any suspected incidents of malpractice • Any other duties and responsibilities within the range of the salary grade • Undertake training as required

Qualifications and Key Skills	<ul style="list-style-type: none">• Appropriate experience an advantage
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