

### Your Academy....Your Future

<b>Post Title</b>	Exam Invigilator
<b>Purpose</b>	To provide support to the examination process.  To ensure the fair and correct conduct of exams in an environment that enables a student to perform at their best.
<b>Responsible to</b>	Exams and Data Manager
<b>Contract Type</b>	Fixed Term/Variable Hours
<b>School Type</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
<b>Grade</b>	£11.79 per hour
<b>Disclosure Level</b>	Enhanced
<b>Expectations</b>	<p><b><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></b></p> <p>Create opportunities to support the Academy vision. Have respect and care for students and all other adults.</p> <p>Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.</p> <p>Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</p> <p>Contribute to the Academy enrichment programme.</p>
<b>Main Duties and responsibilities</b>	<p>To comply with JCQ regulations and to support the Exams and Data Manager with the daily operation of examination venues.</p> <p>This may include (but is not limited to):</p> <p><b><u>Invigilator/Reader &amp; Scribe</u></b> Assisting with setting up of examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.</p> <p>Assisting students prior to the start of the examination by directing them to their seats and advising them about possessions permitted in examination venues.</p>

Ensuring that students do not talk once inside the examination venue.

Escorting students from the examination venue during the examination, as required, and supervising them whilst outside the venue.

To maintain confidentiality with documentation and information relating to students.

To ensuring the security and integrity of examination papers/scripts, equipment and stationery.

To assist with the preparation of the examination room(s), ensuring awarding body requirements are met.

To ensure all scripts and examination stationery are collected and checked at the end of each examination.

To return scripts and associated documentation and equipment to the Examination Manager.

To promote a positive and calm working environment for all students and treat all pupils and colleagues with profession respect.

To report any security concerns to the Exams and Data Manager Officer.

To monitor candidates throughout the during of the exam and maintain silence.

To be responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building.

To attend any training courses relevant to the post, ensuring continuing, personal and professional development.

The post holder may undertake any other duties that are commensurate with the post.

**Reader & Scribe**

Under the management and guidance of Examination Manager, to read and/or scribe during examinations for students with access arrangements in accordance with Joint Council for Qualifications (JCQ) Regulations.

***Reader:***

To read the examination paper accurately to the student and only read the instructions of the question but not explain or clarify questions.

To repeat the instructions of the question paper or questions, but only if the student requests this.

Where an examination is testing reading (e.g. in English), to only read the instructions.

To ensure that the students are not given any advice on which question to do, not prompted to move onto the next question, nor which order the questions should be answered.

No symbols or unit abbreviations should be decoded by the reader.

To read back the answer the student has written, when requested by the student. The reader can also, if requested, give the spelling of a word from the question paper.

**Scribe:**

To write accurately, and at a reasonable speed, what the student has said.

To draw or add to maps, diagrams and graphs strictly in accordance with the student's instructions, unless the student is taking a design paper (in the case the scribe can only assist with written parts).

To write a correction if requested to do so by the students.

To ensure the students are not given any factual help or indicate when an answer is complete.

To ensure the student is not given any advice on which question to do, not prompt the student to move onto the next question, nor which order the questions should be answered.

To read back the answer the students has written, when requested by the student.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL = E DESIRABLE =D
<b>Experience</b>	
Experience of working in a school.	D
Experience of Exam Invigilation	D
<b>Qualifications &amp; Training</b>	
GCSE grades A*-C in English and Maths or equivalent	D
<b>Skills</b>	
Be able to interpret regulations and work within a set of defined procedures	E
Excellent communication and listening skills	E
Ability to respect and maintain confidentiality	E
Ability to work as part of a team under the supervision of another member of staff	E
Good time management and organisational skills.	E
Ability to work as a team	E
Ability and willingness to carry out some manual lifting of examination stationery	E
<b>Other</b>	
Commitment to safeguarding and the ethos and values of the Academy	E

*Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.*