

Profile Title and Grade	
Exam Invigilator – Supervision Band 6	JOB ID; INV6
Possible local job titles	
Exam Supervisor, Invigilator Supervisor	
Purpose of the role	
Supervision of a team of Invigilators. Ensure that exams are carried out according to the rules set out by the exam board.	
Responsibilities	
<ul style="list-style-type: none"> • Supervise and organise a team of Invigilators • Provide information and guidance in response to questions and queries from students • Liaise with the School Exam Officer and appropriate teaching staff with regard to necessary planning for examinations • Invigilate examinations, including dealing with examination irregularities • Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures • Communicate examination procedures to pupils and oversee behaviour • Respond to pupil requests during the examination • Ensure no unauthorised material is consulted • Escort candidates from the location during the examination, such as for toilet breaks. • Maintain candidate attendance and absence records. 	
Indicative Knowledge, Skills, Experience	
<ul style="list-style-type: none"> • Knowledge / skills required to invigilate tests and examinations • Ability to organise, and allocate work to, a team 	
School Ethos	
<ul style="list-style-type: none"> • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role. • Share expertise and skills with others. • Participate in training and other learning activities and performance development as required. • Recognise own strengths and areas of expertise and use these to advise and support others. • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. • Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils. 	