

Stewards Academy and Governing Body are committed to safeguarding and promoting the welfare of young people. All staff and volunteers are expected to share this view and follow recommended safe practice in all aspects of their work.

STEWARDS IS A NON-SMOKING SITE

STEWARDS ACADEMY

JOB DESCRIPTION

JANUARY 2024

EXAMS INVIGILATOR POOL

GRADE: Band 3, scale point 5-6

HOURS: As and when required

RESPONSIBLE TO: Examinations Officer

JOB PURPOSE:

To implement examination procedures and ensure the proper conduct of examination candidates.

MAIN / SPECIFIC TASKS & RESPONSIBILITIES:

- Hand out appropriate question papers to candidates.
- Read out examination instructions.
- Record examination start and finish times.
- Instruct candidates to begin examinations.
- Complete attendance register and seating plan as required, when instructed.
- Collect candidate cards according to instructions.
- At the end of the examination, collect candidate and question papers in accordance with instructions.
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.
- Ensure silence in the examination room and avoid disruption.
- Ensure that all candidates comply with any instructions.
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found.
- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person.
- When absolutely necessary, supervise a candidate who has temporarily left the exam room.

GENERAL:

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Understanding and acceptance of the requirement to abide by and promote the policies and procedures of the Academy.