



UPPER WHARFEDALE SCHOOL
JOB DESCRIPTION: Exam Invigilator
Grade C

September 2023

RAISING THE EXPECTATIONS AND ACHIEVEMENTS OF ALL

We are committed to:

- **Setting and achieving challenging goals.**
- **Developing, inspiring and motivating effective teamwork.**
- **Raising standards and meeting the needs of all learners.**
- **Communicating our vision for future school improvement to a wide range of stakeholders.**
- **Developing and strengthening partnerships through active collaboration.**

Job Purpose

- To ensure the fair and proper conduct of examinations/tests according to the schools and examinations boards rules, in an environment that enables pupils to perform at their best.

Job Context

- All schools are required to run examinations and tests in accordance with an examination board's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise.
- DBS clearance required.
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Key Accountabilities

Operational

- Supervise the candidate's entry into the examination venue.
- Ensure correct identification of all candidates.
- Invigilate the examination/test.
- Respond to pupil requests during the examination.
- Ensure no unauthorised material is consulted.
- Escort candidates from the location during the examination, such as toilet breaks.
- Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health & safety emergencies.

Communications

- Communicate examination procedures and conditions to pupils clearly and oversee behaviour.
- Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions.
- Notify candidates of the start and finish times of the examination.

Resource Management

- Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures.
- Distribute additional paper and equipment as required.
- Collect examinations papers from the candidates at the end of the examination.

Safeguarding

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Systems and Information

- Ensure the candidate attendance and absence records are completed accurately.

Planning and Organising

- Ensure the accurate timing of the examination.

Data Protection

- To comply with the school's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.
- Ensure that all matters identified in the annual Health and Safety report are addressed in a timely manner.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.

Additional duties and responsibilities may be negotiated to reflect the strengths of the person appointed.

Upper Wharfedale School is committed to safeguarding and promoting the welfare of children and young people, including protecting children from radicalisation. All staff and volunteers are expected to share in this commitment. Linked to this is the expectation that all staff will adhere to current GDPR guidelines and manage all personal details accordingly.

All appointments made are subject to an enhanced Disclosure and Barring Service check and all staff share this responsibility.

The job description will be reviewed annually in light of personal development objectives and School priorities.