Job Description

Date	**October 2023**
Post Title	**Exams Invigilator**
Post No.	
Grade	**1 SCP 8**
Section	**Llanwern High School**
Service Area	**Resourcing, Support and Coordination**
Service Grouping	**Lifelong Learning and Leisure**
Responsible To	**Examinations Officer**

Job Purpose

Exam Invigilation

Key Results Areas

Key focus
To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Responsibilities of an examination invigilator

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, personal stereos, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To sign the centre's confidentiality declaration
- To assist in other activities as may reasonably be requested by the centre from time to time

Qualifications and Experience

Education background preferable

Supervisory Responsibilities

None

Supervision Received

Examinations Officer

Principal Contacts

Examinations Officer
Other Invigilators
Pupils
Parents

Special Conditions

Disclosure and Barring Service
This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job Requirement

Date **October 2023**

Post Title **Exam Invigilator**

Service Area **Resourcing, Support and Coordination**

Requirement	Essential or Desirable	How Tested **(S)** used at Shortlisting
Education/Qualifications/Knowledge		
1.1 Knowledge of school environment	D	Application Form (S)
1.2 Good numeracy/literacy skills.	D	Application Form (S) / Interview
Experience		
2.1 Working with young people	D	Application Form
2.2 Experience of working within a school environment	D	Application Form / Interview
Aptitudes and Skills		
3.1 Good verbal and written communication skills and ability to relate well to children and adults.	E	Application Form (S) / Interview
3.2 Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities.	E	Interview
3.3 Ability to identify own training and development needs and participate in on-going training	E	Interview
Personal Attributes		
4.1 Ability to deal calmly with different situations as they arise	E	Interview
4.2 Develop good relationships with pupils, parents and staff	E	Interview
4.3 Understand and respect the principles of confidentiality	E	Interview
4.4 Approachable with a good sense of humour	E	Interview

Circumstances

5.1 None

Equal Opportunities

6.1	Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council	E	Interview

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