

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH013	Grade B
Job Title :	Exam Invigilator, Secondary School	
Responsible To :	Exams Officer	
Main Job Purpose :	To ensure fair conduct of all exams, making sure that exam regulations are adhered to and that students are able to achieve their full potential by completing their examinations.	

Main Duties :

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1.	To set out the individual candidate labels, according to the seating plan and hand out question papers, answer booklets and other essential equipment, to ensure a prompt start
2.	To ensure that students enter the exam hall in an orderly fashion, in accordance with regulations and to minimise delays to the start of exams. Also to assist candidates in finding their correct seats and papers.
3.	If necessary, to issue the instructions to candidates at the beginning of the exam (e.g. regarding exam duration, any erratum notices, reminders of regulations etc) and start off the exam, ensuring that all candidates are aware of the rules and their tasks.
4.	Once the exam has started, to patrol the room and ensure that no rules are broken (such as communication, illegal equipment etc) and that candidates have all they need. To hand out additional paper, stationery, treasury tags etc. To report any major problems to the Exams Officer or other designated person.
5.	To escort students from the exam room if necessary (due to illness, for supervised breaks or lunches, toilet breaks etc). thus ensuring that no rules are compromised, whilst looking after the welfare of candidates
6.	At the end of the exam, to ensure that students have completed the front of their booklets, collect papers and spare equipment and to make sure that exam regulations are still obeyed

Main Duties	
7.	To help dismiss students from the exam room in an orderly manner
8.	After candidates have gone, to check that tables are tidy, free from graffiti and still the correct distance apart, ready for the next exam
9.	To organise completed exam papers into the correct order and fill out attendance registers required by the exam board.
10.	To package up papers ready to be sent to the exam boards for marking and to assist the exams officer with any additional paperwork.

Supervision and Management
The jobholder has no regular responsibility for supervising staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)
The conduct of examinations is tightly controlled by regulations which the jobholder must absorb and follow. There is occasionally a need to use creativity in resolving problems, eg arising from candidates suffering extreme stress - it may be necessary for an invigilator to talk to him/her outside of the hall and calm the candidate to allow him/her to complete the exam

Key Contacts and Relationships	Reason for Contact
Other Invigilators	Fulfilling the same duties in an exam where the number of students exceeds 30
Exam Officer	Acts as Line Manager - any problems encountered should be dealt with by him/her.
Faculty Heads	To handle any problem with candidates entry information or possible problems with an exam paper that require a subject specialist to check for a mistake that may need to be reported to the exam board.
Senior Management	To tackle any issues regarding discipline that need to be handled by Teaching Staff.

Decision Making

Decisions

The work has to be carried out within clearly defined procedures and rules.

The jobholder informs the Exams Officer and may make recommendations on issues such as: an infringement of the rules has occurred, and action needs to be taken; a candidate is late to an exam – regarding whether the reasons for this should be accepted; any event during the exam which could affect candidates performance (e.g. excessive noise).

Resources

The jobholder is required to handle resources eg exam papers, carefully but is not personally accountable for the security of resources.

Working Environment

The job is entirely dictated by deadlines - each exam must take place at a certain time, and papers must be sent off as soon as possible for marking.

There is regular background noise.

The jobholder has regular contact with pupils.

Knowledge and Skills

The jobholder must have a good standard of practical knowledge and skills in invigilating exams, including readily understanding specific exam instructions and the ability to impart information clearly to what may be a large number of students.

New starters must learn and apply exam procedures and regulations.