



NORTHAMPTON SCHOOL *for Boys*

JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post: Examination Invigilator (Casual Worker Contract)

Reporting to: Assistant Head in charge of Exams / Exams Officer

Hours: As agreed at the start of the exam season. Invigilators are expected to be flexible. If an exam over runs or a candidate arrives late then the agreed end time may be extended.

Summary: **To administer external and internal exams;**
 To ensure exam regulations are adhered to;
 To prevent cheating, and to report any improper conduct.

Specific Duties:

These should be read in conjunction with the “Instruction Manual for Examination Invigilators” document which provides more details and which all invigilators must be familiar with.

- Report to the exams office;
- Arrive 45 minutes before the scheduled exam time, except where instructed
- otherwise;
- Prepare the room ensuring examination papers are put out in accordance with the
- seating plan and posters and clocks are displayed as required by exam regulations.
- (A copy of exam regulations must be available in all exam rooms);
- Take a register and sign the seating plan;
- Ensure “access arrangements” are adhered to such as extra time and rest breaks;
- Give your full attention to invigilating, deal with queries from candidates, patrol
- regularly and ensure candidates remain seated in silence, facing forward at all
- times;
- Deal with late arrivals and incidents in accordance with exam regulations – refer to
- the significant person or Examinations Office Staff if necessary;
- Give a 10-minute warning and end the exam(s) at the correct time;
- Supervise candidates leaving the examination room, ensuring that they leave in an
- orderly and quiet manner;
- Collect papers and return them to the exams office in exam number order;

Invigilators may be asked to take on any other duties as reasonably requested from time to time by the Headteacher or his agent such as supervising candidates with exam clashes, scribing or reading for students with special needs.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and online searches.