

Job Description Exam Invigilator

Title:	Examinations Invigilator
Department:	Administration
Reporting to:	Examinations Manager
Summary:	To assist the Examinations Manager in the administration, organisation and smooth running of external and internal examinations
Hours:	As and when required

Main Duties and Responsibilities:

- Assist in preparation of the exam room by distributing stationery and displaying exam details on whiteboard.
- Help organise students at the beginning and end of the exam.
- Read rules to students in the absence of the examination manager.
- Start and finish exams in the absence of examination manager.
- Ensure JCQ Instructions for conducting exams guidelines are adhered to.
- Deal with any matters that may arise during the exam.
- Collect and collate scripts at the end of the exam.
- Report any incidents of malpractice or disruption to examination manager
- Assist in tidying room at end of exam.
- Complete exam register.
- Package scripts in correct order for dispatch via Parcelforce

This Job description is furnished to help Prospect staff and those people considering joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

2. Staff members should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Prospect is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.
4. The School is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.