Role: Casual Exam Invigilator

Responsible to: Exams & Assessment Manager

Based at: Elizabeth Woodville School, North/South Campus

Hours: Casual hours in line with exam timetable requirements

Grade: Grade B, point 1b

**Job Context**

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

**Key Responsibilities**

* To assist with setting up examination rooms by laying out stationery, equipment and examination papers in accordance with strict procedures.
* Follow and enforce examination procedures and regulations.
* Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination rooms.
* Ensuring that candidates do not talk once inside examination rooms.
* Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
* Checking attendance during examinations.
* Recording details of late arrivals and early leavers and collecting scripts from early leavers.
* Escorting candidates from rooms during the examination as required and supervising candidates whilst outside examinations rooms.
* Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
* Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures.
* Supervising candidates leaving examination rooms, ensuring that candidates do not remove equipment or stationery from the room without authorisation and ensuring that candidates leave rooms in an orderly and quiet manner,
* Assist with the packing if examination papers, stationery and equipment prior to the examinations and the delivery to and from rooms as appropriate.
* Undertake other duties as considered appropriate to the position.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Ability, Skills and Personal Qualities** | Reliable and adaptableAccurate and has attention to detailsAble to work at short noticeAble to deliver documents to and from examination rooms | Ability to work alone or as part of a team |
| **Knowledge and Experience** | Experience of work place environment | Office administration experienceExperience or working with young people |
| **Education, Qualifications and Training** | Basic secondary educationGood oral and written communications skills | First Aid Certificate |