

 <p>Kingsthorpe College</p>	<p style="text-align: center;">JOB DESCRIPTION EXAM INVIGILATOR (CASUAL STAFF)</p> <p style="text-align: center;">Salary: £8.09 per hour paid on a casual basis</p>	 <p>Collaborative Academies Trust</p>
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Main accountabilities

The main accountabilities of the job are:

1. Hand out exam papers ensuring each student has the right paper.
2. Use seating plan to tell students where to sit
3. Report any students who are missing to the office
4. Observe and check that student behaviour conforms to the rules
5. Co-ordinate with colleagues to collect completed answers and exam papers
6. Count and collate papers and complete records
7. Tidy the room and take papers to the office
8. Ensure that candidates adhere to all examination regulations

Knowledge, skills and experience

No previous experience or knowledge required except common sense and accuracy. It is likely to take 3 or 4 sessions before the job is learnt.

Planning, Organising and Controlling

Work is allocated in accordance with the set exam timetable by the exam officer. The work is clearly defined and must be carried out to preset standards. There is no forward planning. Exam board requirements can and do change and these need to be allowed for and understood.

Communicating and Influencing Skills

The person must co-ordinate with other colleagues and respond to the Examination Officer who is overall in charge but who will not be present after the start of the exam.

Problem solving

Clear written guidance is available and the exam officer or a teacher is available to deal with any unexpected issues.

Accountability and job impact

Work is decided by the exam officer. In A level exams often only one invigilator is in attendance; this person is fully accountable for all events and for following procedure.