**Looe Community Academy - Job Description**

**Job title:** Exam Invigilator, Reader and Scribe

**Grade:** B

**Hours:** As required to support the Academy’s mock exam timetable and national examinations programme and for training

**Responsible to:** Examinations Officer

**Direct supervisory responsibility for:** None

**Indirect supervisory responsibility for:** None

**Important functional relationships:** Students, Headteacher, Teaching Staff, Support Staff

**Location:** Academy based, but required to work across the Academy’s collaborative partner schools as required

**Main purpose:**

The post holder will assist the examinations team in the correct running and supervision of examinations including when necessary assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports and collation of examination documentation.

The post holder will act as a reader or scribe to assist students.

**Main duties and responsibilities:**

Invigilator

1. To assist in the preparation of the examination room/hall ensuring that it meets the requirements of the Joint Council for Qualifications (JCQ).
2. To manage the assembly of candidates in the examination room/hall in an orderly manner ensuring students are seated appropriately.
3. To brief students to ensure that they are made fully aware of exam conditions before the exam commences.
4. To ensure the correct identification and registration of candidates.
5. To be responsible for opening papers and authorised materials and to distribute these to candidates in accordance with the examination rules and regulations.
6. To attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations.
7. To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations.
8. To respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations.
9. To contact a named teacher/examinations officer in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required.
10. To supervise candidates in a quiet and unobtrusive manner.
11. To notify a named teacher/examinations officer of any disruptions that may occur.
12. To ensure that the examination is carried out strictly in accordance with the guidelines set out by the Joint Council for Qualifications.
13. To supervise any candidates who may need to leave the room in accordance with the exam regulations.
14. To ensure that exam conditions are maintained until candidates are dismissed.
15. To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and or delivered to the exams officer/person responsible for examinations.
16. To ensure that the room and desks are clear and in good order.

Reader

1. To provide reading support to entitled students during exams in a clear speaking voice, including reading aloud exam questions verbatim when asked and reading aloud a student’s written answer when asked.

Scribe

1. To provide writing support to entitled students during exams using clear and accurate hand writing or typing, including, writing or typing exam answers verbatim as required.
2. To provide practical support to entitled students during exams with drawing or describing graphs, tables and charts as required.

General

1. To undertake training relating to the job as required.
2. To undertake other related duties appropriate to the grading of the role as required.
3. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy’s Code of Conduct, and national legislation (including Health and Safety and Data Protection).
4. To maintain confidentiality of information acquired in the course of undertaking duties for the Academy.

Job Description reviewed by Looe Community Academy Business Manager, 11 October 2016

**Looe Community Academy - Person Specification**

**Job Title:** Exam Invigilator, Reader and Scribe

**Date reviewed:** 11 October 2016

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| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| Relevant Experience | Experience in administration | Previous experience of invigilating or supervising examinations  Experience of working in an educational setting or with young people | Application form |
| Education and Training | Level 2 standard of education  Good literacy skills |  | Application form |
| Special Knowledge and Skills | Good communication skills |  | Application form  Interview |
| Additional qualities | Meticulous approach and flexible attitude to work  Ability to remain calm under pressure or during unexpected circumstances  Reliable and punctual  Ability to work to predetermined instructions  Ability to operate in a discreet and confidential manner at all times  Awareness, understanding and commitment to the protection and safeguarding of children and young people |  | Application form  Interview |