



The Crypt School

JOB DESCRIPTION

POST	Exam Invigilator
RESPONSIBLE TO	Exams Officer
JOB PURPOSE	To assist the exams officer in conducting internal and external exams
SALARY	Hourly rate of pay £8.50 (£9.00 per hour from 1 st April 2019)
HOURS OF WORK	Casual hours by arrangement during the exam season May through to June and trial exams in December, March and April.

Outline of Main Duties:

To conduct examinations in accordance with the Joint Council for Qualifications, exam boards and The Crypt School instructions.

Exam responsibilities

- To report to the Exams Officer prior to each exam session
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out in accordance with exam regulations
- To provide laptops and other equipment as required
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute exam papers and materials to candidates
- To ensure access arrangements are implemented
- To deal with candidate queries
- To supervise candidates at all times throughout exams
- To deal with emergencies or irregularities effectively
- To record/report any irregularities
- To complete attendance registers and cover sheets
- To collect exam scripts
- To dismiss candidates from the exam room
- To return exam scripts and other materials to the exams officer
- To help package exam scripts

Other

- To attend mandatory training and refresher or review sessions as required
- To undertake other duties requested by the exams officer, for example supervision of clash candidates between exam periods
- General exams related administrative tasks

Knowledge, Skills and Abilities:

- Have good verbal and written communication skills
- Be numerate
- Pay attention to detail
- Have a flexible approach to work
- Provide a calm and reassuring presence
- Enjoy working with young people
- Be a team player

Experience:

- Experience is not required as training will be provided

Health and Safety

- Be aware of the responsibility for Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate on all issues to do with Health, Safety & Welfare

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.