



# Exam Invigilators, Readers and Scribes

Job Description & Person Specification



# Job Description

Reporting to:	Lead Invigilator / Exams Manager
Key Contacts:	Leadership Team, Teachers, Support Staff, Students
Location:	Based at one of our secondary schools, but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust
Rate of Pay:	£9.50 per hour

## Core Purpose:

The role of an invigilator will require you to provide a professional examination service, ensuring a calm environment to give candidates the best opportunity to be successful in their exams. You must follow the required guidelines/regulations for the integrity and security of examinations and procedures during invigilation.

## Principal Responsibilities:

### Exam Invigilators

To support the Lead Invigilator / Exams Manager with the day-to-day operation of examination venues. This may include:

- ❖ Assisting with setting up examination venues by laying out stationary, equipment and examination papers, in accordance with JCQ Regulations.
- ❖ Ensuring that candidates do not talk once inside examination venues.
- ❖ Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities, in accordance with JCQ Regulations.
- ❖ Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- ❖ Collecting and collating scripts at the end of the examination, in accordance with JCQ Regulations.
- ❖ Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

### Exam Readers

In addition to the duties of Exam Invigilators given above, Exam Readers primarily support a small number of students with the following (working in line with all JCQ regulations that govern this role):

- ❖ Accurately and clearly read exam instructions and questions to the candidate.
- ❖ To re-read exam instructions and questions if requested by the candidate.
- ❖ To read a candidate's answer back to them if requested.

## **Exam Scribes**

In addition to the duties of Exam Invigilators given above, Exam Scribes primarily provide 1:1 support with the following (working in line with all JCQ regulations that govern this role):

- ❖ Produce accurate and verbatim transcripts of answers dictated by the candidate in a handwritten format.
- ❖ To read transcribed answers back to the candidate if requested and make amendments as dictated by the student.

## **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

## **SPECIAL CONDITIONS OF EMPLOYMENT**

*Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.*

*All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.*

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>❖ Level 2 Numeracy and Literacy</li> </ul>		Application Form / Interview
Experience		<ul style="list-style-type: none"> <li>❖ Previous experience of working with children in a supervisory role</li> <li>❖ Previous experience of working in a school setting</li> </ul>	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> <li>❖ Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</li> <li>❖ Demonstrates an awareness, understanding and commitment to equality and inclusion</li> <li>❖ Effective communication and listening skills</li> </ul>	<ul style="list-style-type: none"> <li>❖ Knowledge of examination procedures and regulations</li> </ul>	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> <li>❖ Ability to work on own initiative</li> <li>❖ Ability to relate well to academic staff and students</li> <li>❖ Discreet, confidential and sensitive</li> <li>❖ Friendly and professional approach</li> </ul>	<ul style="list-style-type: none"> <li>❖ Able to work without close supervision</li> </ul>	Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> <li>❖ <b>Collaborate</b> – ability to work effectively as a team</li> <li>❖ <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li>❖ <b>Leadership</b> – To lead by example and achieve shared goals</li> <li>❖ <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form / Interview



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