



**Post Title:** Exam Invigilator (Casual)

**Grade:** £8.50 per Hour

**Hours:** Variable

**Job Purpose:**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and West Coventry Academy instructions. To play a key role in upholding the integrity of the examination/assessment process

**Description of Duties and Responsibilities:**

1. To embrace the Academy's values of 'Enjoy, Achieve, Aspire'.
2. To comply with the Academy's Code of Conduct.
3. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and West Coventry Academy's instructions.
4. To play a key role in upholding the integrity of the examination/assessment process

**Before Exams**

5. To report to and be briefed by the exams officer prior to each exam session.
6. To keep confidential exam papers and materials secure before, during and after exams.
7. To ensure exam rooms are set out according to the instructions.
8. To admit candidates into exam rooms.
9. To identify, seat, and instruct candidates in the conduct of their exams.
10. To distribute the correct exam papers and materials to candidates.
11. To deal with candidate queries.
12. To start exams

**During Exams**

13. To supervise and observe candidates at all times and be vigilant throughout exams.
14. To keep disruption in exam rooms to a minimum.
15. To deal with emergencies or irregularities effectively.
16. To record/report any incidents, disruption or irregularities.
17. To complete attendance registers.
18. To deal with candidate questions according to the regulations.

**After Exams**

19. To instruct candidates in finishing their exams and to collect exam scripts and exam materials.
20. To dismiss candidates from the exam room
21. To check candidates' names on scripts match the details on the attendance register.



22. To securely return all exam scripts and exam materials to the exams officer.

**Other**

23. To attend training, update or review sessions as required

24. To undertake, where required and where able, other duties requested by the exams officer, for example

- o supervision of clash candidates between exam sessions
- o facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- o other exams-related administrative tasks

25. Undertake training for the role as required.

**AND such duties as are within the scope and the spirit of the job purpose,  
the title of the post, and its grading.**

**Special Requirements**

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

All posts within this Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service. A copy of the Academy's Safeguarding & Child Protection Policy can be found on the Academy's website <http://www.westcoventryacademy.org> .

All duties and responsibilities must be carried out with due regard to the Academy's Health & Safety Policy and Health & Safety at Work Act.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken to comply with the Data Protection Act 1998.

Postholders will be expected to comply with the Academy's ICT & Social Media Policy.

*PLEASE NOTE  
WEST COVENTRY ACADEMY  
IS A NON SMOKING SITE*



SUPERVISION RECEIVED	
<b>Name:</b>	Kerry Quinn (or successor)
<b>Post Title:</b>	Exams Manager
<b>Or Alternatively:</b>	Chris Paton – Deputy Headteacher

**LEVEL OF SUPERVISION\***

**Regularly supervised with work  
Checked by Supervisor.**

**Left to work within established guidelines,  
Subject to scrutiny by supervision.**

**Plan own work to ensure the meeting  
of defined objectives.**

✓

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_