



EXAM INVIGILATOR/READER JOB DESCRIPTION

Post Designation:	Examination Invigilator/Examination Reader & Scribe
Responsible to:	Examination Manager
Grade :	Grade 1 Point 10-11
Hours :	Various

Main purpose and object of the role:

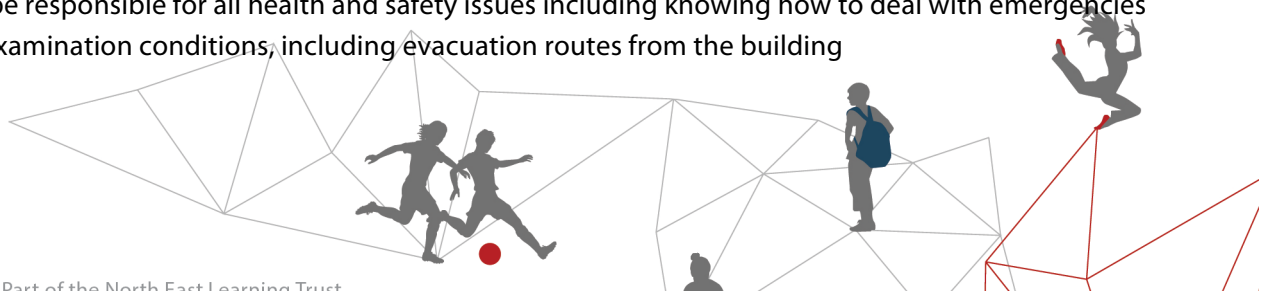
- To provide support to the examination process.
- To ensure the fair and proper conduct of exams in an environment that enables a student to perform at their best.

Duties

To support the Examination Manager with the day-to-day operation of examination venues. This may include (but is not limited to):

Invigilator / Reader & Scribe

- Assisting with setting up of examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.
- Assisting students prior to the start of the examination by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that students do not talk once inside the examination venue.
- Escorting students from the examination venue during the examination, as required, and supervising them whilst outside the venue.
- To maintain confidentiality with documentation and information relating to students.
- To ensuring the security and integrity of examination papers/scripts, equipment and stationery.
- To assist with the preparation of the examination room, ensuring awarding body requirements are met.
- To ensure all scripts and examination stationery are collected and checked at the end of each examination.
- To return scripts and associated documentation and equipment to the Examination Manager or other delegated office
- To promote a positive and calm working environment for all students and treat all pupils and colleagues with profession respect.
- To report any security concerns to the Examination Officer.
- To monitor candidates throughout the during of the exam and maintain silence
- To be responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building



- To attend any training courses relevant to the post, ensuring continuing, personal and professional development
- The Role requires working with a team
- To maintain a professional atmosphere, and to set the right tone for examinations, the Academy requires a smart casual dress code – no jeans / no visible tattoos.
- The post holder may undertake any other duties that are commensurate with the post.

Reader & Scribe

Under the management and guidance of Examination Manager, to read and/or scribe during examinations for students with access arrangements in accordance with Joint Council for Qualifications (JCQ) Regulations.

Reader :

- To read the examination paper accurately to the student and only read the instructions of the question but not explain or clarify questions.
- To repeat the instructions of the question paper or questions, but only if the student requests this.
- Where an examination is testing reading (e.g. in English), to only read the instructions.
- To ensure that the students is not given any advise on which question to do, not prompted to move onto the next question, nor which order the questions should be answered.
- No symbols or unit abbreviations should be decoded by the reader.
- To read back the answer the student has written, when requested by the student. The reader can also, if requested, give the spelling of a word from the question paper.

Scribe :

- To write accurately, and at a reasonable speed, what the student has said.
- To draw or add to maps, diagrams and graphs strictly in accordance with the student's instructions, unless the student is taking a design paper (in the case the scribe can only assist with written parts).
- To write a correction if requested to do so by the students.
- To ensure the students is not given any factual help or indicate when an answer is complete.
- To ensure the student is not given any advise on which question to do, not prompted to move onto the next question, nor which order the questions should be answered.
- To read back the answer the students has written, when requested by the student.