

## JOB DESCRIPTION

<b>Job Title:</b>	Casual Exam Invigilator
<b>Reporting to (job title):</b>	Exams Manager
<b>Hours of work:</b>	Variable
<b>Location:</b>	Varies between Bowland High and Witton Park Academy
<b>Rate of pay:</b>	£10.65 per hour

### Main Purpose/Responsibility

- To provide ad hoc support to the Exam process
- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Bowland High instructions
- To play a key role in upholding the integrity of the examination process

### Main Duties

- To report to and be briefed by the Exams Officer/Manager prior to each exam session
- To ensure the security of exam papers and materials
- To ensure the correct arrangement and set up of the exam rooms
- To supervise candidates at all times and be vigilant throughout the exams
- To admit candidates to and dismiss them from exam rooms
- To identify, seat and instruct candidates in the conduct of their exams
- To keep disruption in exams room to a minimum and deal with emergencies or irregularities effectively
- To deal with candidate queries
- To attend training, refresher or review sessions in line with requirements
- To undertake, where required and able, other exam related tasks

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees and workers to understand and promote this policy in their work.

### Health and safety

All employees and workers have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note:** This job description is not exhaustive and will be subject to periodic review.