**UTC Warrington – Exam Invigilator Job Description**

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| **Job Title:** | **Exam Invigilator** |
| **Accountable to:** | Data & Exams Manager  |
| **Job Purpose:** | To work in a team of invigilators supervising pupils undertaking school and external examinations in accordance with legal and school requirements.  |
| **Main duties and responsibilities**  | * To ensure that they are familiar with the JCQ ‘Instructions for Conducting Examinations 2018-19’ guidance.
* To ensure appropriate preparation of the exam room as required by the examination board.
* To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed.
* To distribute additional paper and/or equipment as necessary.
* To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
* To distribute examination papers and associated materials at the beginning of the examination and to collect them at the end.
* To respond to candidates non-curricular queries in accordance with examination regulations.
* To escort and supervise any candidates who may need to leave the examination room in an emergency.
* To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
* To ensure that any minor behaviour issues are dealt with in line with school policy.
* Report any breaches of examination code of conduct to the supervising teacher/invigilator/examinations officer immediately.
* To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.
* To act as a reader/scribe for students who require 1:1 support with exams.
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**UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the college.**

**March 2019**