

## Magdalen College School

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment***

### Examination Invigilator Job Description

Post Title	<b>Examinations Invigilator</b>
Postholder	
Reporting to	Examinations Officer
Specific responsibilities of the post	<p>To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. This involves:</p> <ol style="list-style-type: none"> <li>1. Assisting with the supervision of candidates entering the Examination Room/ Hall and ensuring that seating arrangements are satisfactory before the start of the examination</li> <li>2. Ensuring all candidates receive appropriate examination question papers, answer paper and other materials</li> <li>3. Ensuring that the seating plan is complete and accurate</li> <li>4. Ensuring that all candidates are aware of the pre-exam start information and of any erratum notice that may affect them</li> <li>5. Ensuring that Exam Board regulations are obeyed during the course of the examination ie:             <ol style="list-style-type: none"> <li>a. No inappropriate items (mobile phones, personal stereos, revision notes etc) are brought into the exam room unless specifically allowed</li> <li>b. There is no talking or disruption for the candidates once an examination has begun</li> <li>c. Candidates are <b>not</b> helped in any way to interpret the question paper</li> </ol> </li> <li>6. Responding to candidate needs/requests during the examination</li> <li>7. Recording any incidents during the examination in the examinations log</li> <li>8. Ensuring answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams office</li> <li>9. Attending Training sessions as required</li> </ol>
Dates/Times when needed	<ol style="list-style-type: none"> <li>1. Examinations normally take place between 08:45am and 4:00pm but some work may be required outside of these times</li> <li>2. Examinations sessions are held in November, December, January, February, March and May to June</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>

Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"><li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li><li>2. Committed to ensuring the safety and welfare of all students at all times</li><li>3. Committed to team work within all aspects of the school</li><li>4. Proactive in terms of furthering their knowledge and skills</li><li>5. Punctual for all commitments</li><li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li></ol>
---	---

Signed .....staff member

.....line manager

Date .....