

**MATRIX ACADEMY TRUST**  
**Job Description – Casual Exam Invigilator**

Reports to:	Exams Officer
Job Purpose:	<ul style="list-style-type: none"> <li>• The individual in this position provides invigilation for all examinations at the school</li> <li>• The exam invigilator is responsible for the setup of exams including picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time</li> </ul>
Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials</li> <li>• To adhere to the Trusts policies and procedures</li> <li>• To adhere to the Joint Council for Qualifications (JCQ) policies and procedures</li> <li>• To report/communicate any problems/incidents/emergencies to the Examinations Officer</li> <li>• Lanyards must be worn at all times whilst on school site and returned to the exams office at the end of the last exam you invigilate in that session.</li> </ul>
Before the Examination:	<ul style="list-style-type: none"> <li>• Tidy and straighten exam desks</li> <li>• Check name and component labels are in place on desks according to seating plans</li> <li>• Set out examination materials on desks</li> <li>• Check that supplies of supplementary paper and required equipment is available at distribution points</li> </ul>
Entry of Candidates:	<ul style="list-style-type: none"> <li>• Supervise entry of candidates into the venue in silence</li> <li>• Ensure candidates do not open or write on the papers on their desks</li> <li>• Visual check on candidates to ensure that they do not have any unauthorised items on them</li> </ul>
Start of Examination:	<ul style="list-style-type: none"> <li>• Supervise candidates during the starting announcements</li> <li>• Collect any unauthorised items, i.e. mobile phones</li> </ul>
During Examination:	<ul style="list-style-type: none"> <li>• Supplying supplementary paper/ required equipment to candidates when requested</li> <li>• Escort students who need to use the toilet</li> <li>• Recording any malpractice</li> </ul>
End of Examination:	<ul style="list-style-type: none"> <li>• Supervising the venue to ensure silence on dismissal</li> <li>• Ensuring candidates do not leave the venue with exam papers or stationery</li> <li>• Collecting up exam papers, booklets etc.</li> <li>• General tidying up after candidates have left</li> </ul>

Other Duties:	<ul style="list-style-type: none"> <li>• Supervising candidates with examination clashes over the lunch period</li> <li>• Invigilating individual candidates with extra time in small examination rooms</li> <li>• Corridor supervision</li> <li>• Invigilating in specialist examination rooms if required</li> <li>• General sorting or checking of examination papers/stationery</li> <li>• Checking completed scripts for candidate details</li> <li>• Putting up/removal of notices</li> </ul>
Safeguarding Children:	<ul style="list-style-type: none"> <li>• To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> </ul>
Equal Opportunities :	<ul style="list-style-type: none"> <li>• The Trust has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people.</li> <li>• It expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.</li> </ul>
Fire, Health and Safety:	<ul style="list-style-type: none"> <li>• The Trust is committed to healthy and safe working environment and expects all its employees to implement and promote its policy, endeavoring to consider and integrate health and safety in all activities to safeguard employees, contractors, members of the public, property and the environment.</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....