



## Job Description

**Post Title: Exam Invigilator**

**A5403**

**Grade: BB01**

**Responsible to: Headteacher or designated Line Manager**

**Responsible for: N/A**

**Job Purpose:** To supervise pupils/students whilst they are undertaking examinations in accordance with Trust and examination board policies and procedures

**Main Duties:** The following is typical of the duties the potholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### **Specific responsibilities include:**

- Assist in the preparation of the examination venue including distribution and collection of exam papers and any necessary equipment.
- Supervise the conduct of pupils/students in and around the examination venue reporting any misconduct in accordance with Trust procedures.
- Monitor students during examination ensuring exam regulations are adhered to.
- Ensure all examination materials are securely maintained.
- Provide additional support to pupils/students who require assistance to complete examination papers e.g. complete papers for the pupil if unable to do so due to illness or injury, invigilate at pupil's home.

### **General**

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.

## Bishop Bewick Catholic Education Trust



- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.