

# PANGBOURNE

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## EXAM INVIGILATOR - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Job Title:** Exam Invigilator

**Reports to:** Exams Officer

**Department:** Exams

**Hours per week:** Flexible

### **Key working relationships:**

Exams Officer

Exam Invigilators

Deputy Head Academic

Students

IT Support

### **Job Summary**

An exam invigilator is responsible for ensuring that exams are conducted in an appropriate manner within the correct time frame. The main part of their role is to supervise the students and make sure that exam regulations are being met at all times. Ensuring that exam conditions are adhered to at all times.

### **DUTIES AND RESPONSIBILITIES:**

- To prepare the examination room according to the requirements of the examination board (distributing papers and preparing associated materials)
- To supervise candidates in a quiet and unobtrusive manner to ensure examination board regulations are strictly observed
- To supervise and ensure students with access arrangements are using their AA appropriately;

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- To provide assistance to candidates during examinations (e.g. enable them to find their allocated seats quietly and efficiently or answering enquiries during examination sessions)
- To assist in the efficient timekeeping of examination
- To provide accurate records of the exam including seating plan, attendance register, exam incident log
- To deal with any minor behaviour issues, reporting any breaches of examination code of conduct to the supervising invigilator/exams officer immediately
- To maintain the security of the examination papers and/or candidate scripts before, between and following the examination
- To ensure the examination room is clear and tidied for the next session and that equipment is fully stocked
- To be familiar with fire evacuation and other emergency procedures pertaining to exam invigilation

## Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her Line Manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

## Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

## Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to

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authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*