

A community of inspiration, excellence and opportunities for all to grow

JOB DESCRIPTION			
Job Title	Relief Examination Invigilator/Reader/Scribe	Job reference	SS69B
Post Holder		Reports to	Examinations Manager/Access Arrangements Assessor
Grade	£10.46 per hour	Hours/week	Casual
		Weeks/year	N/A

Job outcome:

To support students with access arrangements in examinations.

To ensure that exam regulations are followed.

To assist in the smooth running of examinations.

Duties and responsibilities:

1. To assist in the preparation of the examination venue prior to the arrival of the candidates ensuring that:
 - a) Heating, lighting and noise levels are acceptable
 - b) A clock is visible to all candidates
 - c) Desks are set out as per JCQ regulations
 - d) Examination posters are displayed in accordance with JCQ regulations
2. Assist with the organising and supervising of candidates before, during and after examinations, ensuring that:
 - a) Candidates are seated correctly
 - b) Permitted possessions are clearly advised
 - c) Candidates are silent once inside the examination venue
 - d) Examination materials are distributed efficiently
 - e) Candidates are aware of the starting and finishing time of examinations and notified of relevant examination instructions
 - f) Candidates are supervised whilst outside of the examination venue and leave the venue in a quiet, orderly manner
3. Support students with access arrangements by either acting as a reader or scribe, as directed by the Access Arrangements Assessor
4. Check attendance during examinations
5. Record details of any late arrivals/early leaver and collect scripts from early leavers
6. Maintain the integrity of the examination

7. To understand and observe the policies and procedures of the Academy
8. To carry out any other duties as directed by the Examinations Manager
9. To attend the professional learning sessions as directed to ensure the JCQ Ofqual regulations are adhered to at all times

This is an outline job profile to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.

The employer for all positions with Shirebrook Academy is Aston Community Education Trust.