



JOB DESCRIPTION

Department:	Examinations
Post:	LSC Exam Invigilator
Responsible to:	LSC Exams Arrangement Coordinator
Job Purpose:	The Learning Support Centre oversee internal and external exams for students who meet the examination boards' criteria for access arrangements such as for example a reader, scribe, rest breaks, use of a word processor or a separate room. This position plays a very important part in ensuring that Millfield deliver examination access arrangements in line with the Joint Council for Qualifications (JCQ) regulations in a professional but empathetic way. They will have a key role in upholding the integrity and security of the examination/assessments process. The post-holder will be in day-to-day contact and report to the Exams officer. Experience of invigilation is not required as training in the role and duties of an invigilator will be provided. Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

MAIN DUTIES AND RESPONSIBILITIES

1. Safeguarding children is the responsibility of all members of Millfield staff.
2. Attending all Exam Invigilation training sessions
3. Keeping the Exams officer up to date with their availability for each examination series
4. Confirming availability for individual exams as a matter of priority once the timetable has been released
5. Notifying the Exam Officer as a matter of priority if unable to work due to illness etc.
6. Meeting LSC team and students at least 10 minutes before the published start of an exam
7. Escorting the student(s) to their designated exam room
8. Commence all exams using the Examination Boards' Starting an Exam Procedure Script
9. Adhere to JCQ regulations regarding acting as a reader, scribe, overseeing WP users, separate rooms and rest breaks as per LSC Invigilator Guidance Manual
10. Print out exam scripts as per instructions in the LSC Invigilator Guidance Manual

11. Complete Exam Access Arrangement Feedback sheets and return promptly to the Exam Office
12. Deliver completed exam scripts to the Exams office for internal exams and external exams
13. Complete the Examination Boards' Reader, Scribe and WP cover sheets
14. Complete LSC Invigilation timesheets and hand to the Exam office on a weekly basis
15. Any other duties that your line manager sees fit, providing that such duties are appropriate to your role

Please note this list is not exhaustive and can change on a day-to-day basis.

PERSON SPECIFICATION

The post holders should possess:

1. be reliable, flexible and readily available during main exam periods
2. have effective communication skills and good interpersonal skills
3. A good standard of education
4. A calm and professional manner
5. An awareness of the importance of complete confidentiality
6. Good literacy skills
7. The ability to work on their own initiative and work well as part of a team
8. Have basic IT skills

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.

☐ I understand the duties and commitment statement listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....