

## Job Description

### **Title: Examination Invigilator**

#### **Main Purpose:**

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

#### **Specific Duties:**

To support the Exams Officer with the day-to-day operation of examination venues. This activity may include:

- assisting with setting up examination venues by laying out stationary, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- assisting candidates prior to the start of examination by directing them to their seats and advising them about possessions permitted in examination venues;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and reporting any examination irregularities to the Lead Invigilator in accordance with procedures;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside the examination venue;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner;
- supervising candidates over lunchtime as required.

To assist the Examination Officer with other examination processes. This activity may include:

- assisting staff taking examination papers and stationary (which may be heavy) to and from examination venues
- sorting exam scripts into attendance register order;
- sorting candidate cards into candidate number order;
- any other duties as required to Lead Invigilator.

**How to apply:** Please complete the application form for exam invigilators that is on our website and return addressed to Cate Holmes, HR Officer either via email [C.Holmes@nusa.org.uk](mailto:C.Holmes@nusa.org.uk) or post to NUSA, Bramhall Road, Bilborough, Nottingham NG8 4HY.

**Closing date: Monday 5 January 2015.**

The Nottingham University Samworth Academy is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All staff will be required to undergo an enhanced Disclosure and Barring Service search in line with DfE requirements.

## Application Form

This form is also available in other formats. Please use TYPE or BLACK ink and complete ALL sections. *This part of the application form WILL be used to shortlist candidates for interview.*

### Section A: Personal Details (Complete in Block Letters)

Post Applied For: Exam Invigilator (Casual employment)

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Surname:

Forenames:

Title:  
(Mr/Mrs/Miss/Ms/Other)

Date of Birth:

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Address for Correspondence:

Permanent Address if Different:

Postcode:

Postcode:

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Home Telephone:

Mobile Telephone:

Personal Email:

Work Email:

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## Section B: Employment

Employer Name:

Employer Address:

Postcode:

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Name and address of establishment where employed (if different):

Postcode:

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Present Post:

Date Appointed:

Current Salary:

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Reason for Leaving:

Notice Required/Leaving Date:

Brief Description of Duties:

## Section C: Previous Employment

Starting with the most recent first and provide exact dates. Please continue on separate sheet if necessary

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Employer:

Post:

Pay Grade or Scale:

Full or Part Time:

Start Date:

End Date:

Reason for Leaving:

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## Section D: Education

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Degree Subject:

Class of Degree:

Education Establishment:

Date of Award:

Start Date:

End Date:

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Post Graduate Qualification:

Education Establishment:

Date of Award:

Start Date:

End Date:

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Secondary School or College:

A Level Subjects (or equivalents)

Grade

Date

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Secondary School or College:

GCSE Subjects

Grade

Date

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## Section E: Additional Information

You may wish to include additional information in support of your application for the Exam Invigilator role. This additional information should include some indication of why you are interested in this particular post and what experience, interests and skills you can offer in relation to the role.

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## Section F: Referees (Complete in Block Letters)

Please provide details of two referees below. The NUSA Trust reserves the right to approach any previous employer or manager.

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### Referee One

Surname:

Forename:

Title:  
(Mr/Mrs/Miss/Ms/Other)

Capacity known:

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Address:

Postcode:

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Telephone:

Email:

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### Referee Two

Surname:

Forename:

Title:  
(Mr/Mrs/Miss/Ms/Other)

Capacity known:

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Address:

Postcode:

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Telephone:

Email:

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Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

## Section G: Disclosure of Criminal Background

The NUSA Academy Gateway Trust is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are 'spent' under the Provisions of the Act. Please answer the following questions.

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Have you ever been convicted of a criminal offence?	YES/NO
Have you ever been cautioned for a criminal charge?	YES/NO
Are you at present the subject of a criminal charge?	YES/NO

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If YES to any of the above questions, please give brief details including dates:  
Section H: Declaration

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the NUSA Trust.

Signed:

Date:

Please return your completed form by email, post or hand to arrive by the closing date to the contact name and address shown in the advertisement/information pack. If you have not received a reply within the next 4 weeks, you should assume that your application has been unsuccessful.

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### Data Protection Act

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside NUSA Trust without first seeking your permission. You can ask about your legal rights regarding personal information by contacting the Information Commissioner whose website is [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

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