



Candidate Information

Visiting Examination Invigilators,
Scribes and Readers

April 2025

The Role

- To arrive at the examinations office at least half an hour before the examination start time and sign in;
- To assist the examination officer as directed;
- To report any suspicions of breach of security or any misconduct to the lead invigilator. No candidate will be stopped from completing the examination should this be apparent, but a note will be made and any evidence included in a subsequent statement;
- Should any emergency arise, or situation where it is necessary to stop an examination, make a conscious effort to record the time and oversee that the remaining students continue within the rules and regulations whilst the lead invigilator deals with the situation.

Extra Responsibilities of an Examination Invigilator

- To collect papers and instructions etc and make sure the examination room is set up in accordance with the rules of the examination boards. (Delegate as required);
- Be aware of the emergency evacuation procedure, should you need to remove students to safety;
- Have communication availability (examination mobile – switched off) for calling assistance whether medical or otherwise and keep your seating plan register up to date for any emergency;
- Record any missing students and arrange for their inclusion if at all possible;
- Once students are seated correctly to the seating plan, to proceed with the Joint Council warnings regarding students not having in their possession forbidden items;
- Organise distribution of papers and start the examination with any formal announcement as shown on the front page of the examination script, including any erratum notice. Make sure that no script or information of it, leaves the security of the examination room for at least the first hour from the official start time;
- Make sure that all students are aware of their start and end times in accordance with any access arrangements that they may have, including those who may be late to the examination;
- Report any suspicion of breach of security or rules to the examination officer.

- Following completion of the examination – to arrange collection of scripts and complete the attendance register accordingly;
- Be available for annual training and update training as and when required;
- For those students who have used a word processor – to arrange the printing of the examination and complete the required paperwork that accompanies the script.

Scribes (amanuensis) and Readers

A scribe writes down a student's dictated answers to questions in an examination. In some cases, a scribe can act as a reader as well. The scribe may type or handwrite a student's answers as agreed in advance of the examination. The scribe must write exactly what the student tells them to write and must not paraphrase or edit the student's answers (even if they think that the answer doesn't make sense). The scribe/reader (after the student's request) can read back the answers to the student, so that the student can edit their work if necessary. The scribe is responsible for recording spelling, punctuation and grammar produced by the student during the examination on a cover sheet.

A reader reads aloud to a student any examination papers and any instructions and any answers that the student has dictated to them.



Additional Information

Sutton Valence School wishes to increase its pool of visiting exam invigilators, scribes and readers to work during the peak examination months of May and June and for internal examinations and controlled assessments throughout the year. This is an ideal opportunity for someone seeking to work hours on an ad hoc basis. Applicants will ideally have three days a week of availability during exam periods, and are likely to have past experience in invigilating and/or reading and scribing, but full training will be provided. All invigilators will be required to be a reader. All applicants need to be computer literate as many pupils use laptops for their exams. The ideal candidates will relate well to students and be confident to engage with them and give directions for the smooth running of exams.

The starting rate of pay is £12.37 per hour from April 2025. Successful applicants shall be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998.



Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Covering letters of application should state particular skills and attributes you can bring to Sutton Valence School and a brief details of how you fit the position, including specific details of skills, experience and achievements.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Further information about Sutton Valence School can be found on our [website](#). To apply please complete the [application and monitoring form](#) and email it with a covering letter to hadmin@svs.org.uk or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

Closing date: Friday 4th April 2025

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Sutton Valence School is an equal opportunities employer.

Please note: we reserve the right to appoint prior to the closing date.

The School

Sutton Valence School consists of Sutton Valence School (SVS) and Sutton Valence Preparatory School (SVPS).

Whilst not fiercely selective on entry, its value added statistics are impressive. For those subjects Sutton Valence offers at A Level, the School aims to be in the top 10% nationally for adding value, managing to bring out the academic potential in every pupil. Equally impressive is the breadth of education on offer, which at GCSE is tailored to each pupil's strengths, recognising that academic achievement is only one measure of success.

The Senior School's roll is currently 560 of which 113 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists.

Contained within the 100 acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool. Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 285 pupils between the ages of 2 and 11.



Vision, Mission and Ethos

Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to have a School where one will find:

- **Care**

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment

- **Challenge**

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve

- **Choice**

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork

- **Culture**

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it

- **Community**

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it

Ethos

A community where each cares for all and individuality is cherished.



Sutton Valence School

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www.svs.org.uk

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A member of The United Westminster and Grey Coat Foundation.

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