



Job Description for Exam Invigilator

Responsible to: Exams Officer

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

OVERALL PURPOSE OF THE POST

The role of the invigilator is to ensure that the examination is conducted according to JCQ and NCLT instructions to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities;
- Ensure the security of the examination before, during and after the examination;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures.

Training will be provided.

MAIN DUTIES

Before exams

- To report to the Exams Manager/Coordinator prior to each exam session.
- To keep exam papers and materials secure at all times.
- To ensure exam rooms are set out to standard JCQ regulations.
- Check seating plan against layout.
- To admit candidates into exam rooms, checking for unauthorised materials e.g., pencil cases, mobile phones, watches etc.
- To identify, seat, and instruct candidates in the conduct of their exams.
- To distribute exam papers and materials to candidates.
- To deal with candidate queries, without providing specific help or guidance.

During Exams

- To supervise candidates at all times and be vigilant throughout exams.
- To ensure that candidates do not communicate in any way after they enter the examination hall.
- To keep disruption to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/record any irregularities.
- To complete attendance registers.
- To complete the necessary paperwork during exams, e.g., late arrivals, comfort breaks, etc.
- To deal with candidate queries, without providing specific help or guidance.
- Distribute extra equipment and stationery where required.
- Accompany candidates to the toilet where necessary.

After Exams

- To collect exam scripts adhering to the correct procedure, ensuring that these are checked against the attendance registers.
- To dismiss candidates from the exam room.
- To return exam scripts and other materials to the Exams Officer, ensuring security at all times.
- Clear the exam room for the next session.



Other

- To attend training, refresher or review sessions, or complete electronic training as required.
- To be prepared to invigilate 'on-screen' assessments.
- To undertake, where required and where able, other duties as requested by the Exams Officer/Coordinator, for example:
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g., reader, scribe, prompter, word processor administration etc.
 - Exams-related administrative tasks.

This is a casual position and, if successful in being appointed as an invigilator, does not form a contract of employment with the school. The school has no obligation to offer hours, and our invigilators have no obligation to accept work. You will be asked to provide your availability ahead of each exam series, the official one being May/June. However, it is recommended that if you have availability of less than 3 days per week or you are unavailable during May/June, applying is not recommended. The school reserves the right to amend the duties of an invigilator, and the above is a guide for recruitment purposes. Full training will be provided on appointment.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the school and only after consultation with you.

All staff and senior post holders have a duty to safeguard and promote the welfare of young people. Staff must be aware of the school's procedures for raising concerns about students' welfare, and they must report any concern to the designated safeguarding officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The postholders' duties must at all times be carried out in compliance with the School's Equality and Diversity Policy, and the postholder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the school's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the school's mission and strategic objectives and to demonstrate its values through their behaviour.