

Exam Invigilator

Job Description

Reporting to: Examinations Officer

Main duties

- To conduct examinations strictly in accordance with regulations and instructions of the Joint Council for Qualifications (JCQ), the awarding body and Whitefriars School
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the Examinations Officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams promptly at the required time.

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies, including e.g. illness, or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check that candidates' names on scripts match the details on the attendance register
- Securely return all exam scripts and exam materials to the Examinations Officer

Other tasks

- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for the academic year
- Undertake training, update and review sessions as required
- Undertake, where required, other duties requested by the Examinations Officer, for example:
 - centre supervision of exam timetable clash candidates between exam sessions
 - facilitate access arrangements for candidates e.g. as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description may be amended at any time in consultation with the post holder.

Last reviewed: November 2019

Headteacher / line manager's signature: _____ Date: _____

Post holder's signature: _____ Date: _____

**Exam Invigilator
Person Specification**

Essential	Desirable
<ul style="list-style-type: none"> • Educated to GCSE or equivalent with passes in English and Maths 	<ul style="list-style-type: none"> • Educated to A Level
<ul style="list-style-type: none"> • be reliable, flexible and readily available during main exam periods (May and June) 	<ul style="list-style-type: none"> • previous experience of Invigilation and/or some experience of exams procedures
<ul style="list-style-type: none"> • have an excellent attendance and punctuality record 	<ul style="list-style-type: none"> • Experience of working in a secondary school setting
<ul style="list-style-type: none"> • have effective written and verbal communication skills and good interpersonal skills 	
<ul style="list-style-type: none"> • be able to act on own initiative 	
<ul style="list-style-type: none"> • work well as part of a team 	
<ul style="list-style-type: none"> • be a calm, confident and a reassuring presence to candidates in exam rooms 	
<ul style="list-style-type: none"> • be able to follow and give instructions and manage situations involving different groups of people 	
<ul style="list-style-type: none"> • have good basic IT skills (familiar with use of email, mobile phone messaging, etc.) 	
<ul style="list-style-type: none"> • be able to demonstrate accuracy and attention to detail 	
<ul style="list-style-type: none"> • awareness of data protection issues 	
<ul style="list-style-type: none"> • be able to maintain confidentiality and discretion at all times 	
<ul style="list-style-type: none"> • committed to safeguarding and promoting the welfare of pupils 	
<ul style="list-style-type: none"> • committed to equality of opportunity 	