



## Examination Invigilator Job Description

### Key Focus

The task of the Invigilator is to supervise internal and external examinations and to ensure they run as smoothly and efficiently as possible. The integrity and security of all examinations must be upheld in accordance with the guidelines set down by the JCQ (Joint Council for Qualifications) and in conjunction with the 'Instructions for Conducting Examinations' (ICE booklet).

You will need:

- The ability to work as part of a team and also on your own
- To work efficiently under direction
- A current DBS check
- A good understanding of the examination process, regulations and protocol, and ability to deal with difficult or urgent situations in a calm manner
- Excellent communication skills
- Be numerate and able to read numbers quickly and accurately

You will need to be:

- Discreet
- Have common sense and be able to use your initiative
- Mindful of candidates' needs
- Respectful of confidentiality
- Punctual, reliable, smartly dressed (no jeans) and flexible

Responsibilities:

- To ensure a calm environment
- Setting out of examination papers and stationery prior to the examination
- Help to organise students at the start and end of each examination
- Ensuring late candidates are seated with the minimum of disruption
- To ensure correct examination procedure is being followed
- Mark the attendance registers
- Display starting and finishing times for the examinations on the boards, noting extra timers and ensuring they know their individual finish times
- Patrolling the examination rooms and dealing with any disturbances
- Follow examination procedure for students that have exam clashes
- At the end of an examination ensure that answer booklets have been completed correctly
- Collect examination scripts in attendance register order
- Preparation of examination rooms for the next session
- Give a report in the event of any discrepancy or irregularity in the progress of an examination by completing the Incident Log with full details
- Be aware of any malpractice and refer immediately to the Examinations Officer.

Invigilators are expected to be vigilant at all times in the examination rooms. Please note that invigilating can be physically demanding.

Signed:.....

Date:.....

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