



Job Description

Job Title:	Exam Invigilator
Reports to:	Exam/Data Manager
Salary	£11.20/hour
Hours	Casual hours - Flexible periods across academic year

Job Purpose

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and school instructions

To play a key role in upholding the integrity of the examination process.

Duties and Responsibilities

Before Exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set in compliance with regulations
- To admit candidates into exam rooms and ensure that no unauthorised materials are brought into the exam room
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During Exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in the exam rooms to a minimum
- To deal with emergencies or irregularities
- To complete attendance registers
- To deal with candidate queries and distributing additional paper / equipment as required
- To supervise candidates taking toilet/rest breaks or between exam sessions where necessary
- To facilitate access arrangements for candidates, for example extra time, prompts required etc
- To record any incidents on the Exam Incident Log, and report any concerns to the Examinations Officer

After Exams

- To collect exam scripts in attendance register order and check that nothing has been left on the desk
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details of the attendance register
- To securely return all exam scripts and exam materials to the exams officer

The successful candidate will need to attend a half day face to face training session and possible further online training (both paid) and familiarise themselves with the information provided in their training manual.



Requirements		
	Essential	Desirable
Qualifications		<ul style="list-style-type: none">English and Mathematics GCSE – grade 4 or equivalent
Experience	<ul style="list-style-type: none">Experience in a busy working environment, for example a school or office	<ul style="list-style-type: none">Experience of invigilating in a school, college or adult education setting
Skills	<ul style="list-style-type: none">Good communication skills and a good command of the English languageAble to communicate effectively and clearly with both pupils and staff	<ul style="list-style-type: none">Awareness of safeguarding procedures (although this will be covered during training)
Qualities	<ul style="list-style-type: none">Organised and methodical approach to workTeam playerProfessional, discrete, diplomaticPunctual and flexibleCommitted to safeguarding and promoting the welfare of children and young people	

Health & Safety

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personally responsible for equal opportunities awareness and the provisions contained in the Equal Opportunities policy.

Safeguarding Children

To be responsible for safeguarding and promoting the welfare of children and young people.