



## Job Description

Job Title:	Exam Invigilator
Reference:	
Reports to:	Examinations Officer
Responsible for:	No Line Management
Salary range:	NLW
Contract:	Timesheeted worker

Main purpose of the role:	Invigilating internal and external examinations, including invigilation of the students with access arrangements when required.
Main duties:	<ol style="list-style-type: none"><li>1. Invigilators must uphold the integrity of the examination and assessment process. Under the instructions of the Examinations Officer, duties to include any or all of the following:</li><li>2. Assisting with any administration procedures before and after examinations;</li><li>3. Ensuring the examination room complies with JCQ (Joint Council for Qualifications) regulations;</li><li>4. Ensuring candidates enter and leave the examination area in accordance with JCQ regulations;</li><li>5. Observing candidates in the examinations room at all times;</li><li>6. Assisting with the checking of registers against scripts and ensuring candidates have the right paper;</li><li>7. Opening and distributing papers and any other materials to the candidates and distributing additional paper / equipment as required;</li><li>8. Ensuring the attendance register is completed;</li><li>9. Collecting scripts in attendance register order and checking that nothing has been left at the desk;</li><li>10. Ensuring the scripts are never left unattended and are safely delivered to the Examinations Officer;</li><li>11. Informing the Examinations Officer of any suspicions about the security of the examination's papers;</li><li>12. Record any incidents on the Exam Incident Log, and report any concerns to the Examinations Officer,</li><li>13. Ensuring School policies are adhered to.</li></ol> <p>The duties / responsibilities of this post may vary from time to time according to the changing needs of the Academy.</p>



	<b>Essential</b>	<b>Desirable</b>
Qualification	<ul style="list-style-type: none"><li>• English and Mathematics GCSE – grade 4 or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Exam invigilator training/experience</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience in a busy working environment, for example school or office</li></ul>	<ul style="list-style-type: none"><li>• Experience of invigilating in a school, college or adult education setting</li></ul>
Skills	<ul style="list-style-type: none"><li>• Good communication skills, able to communicate effectively and clearly with both pupils and staff.</li></ul>	
Qualities	<ul style="list-style-type: none"><li>• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</li></ul>	