**Exam Invigilator – Job Description**

**Reporting to:** Examinations Officer

**Payment:** £7.50 per hour

**Responsibilities:**

* To assist in the preparation of the examination room, ensuring the room meets JCQ requirements.
* Help organise students at the start and end of each exam.
* To open and distribute papers in accordance with the JCQ Regulations.
* Ensure that the conduct of the examination takes place within the guidelines set down by JCQ. (Relevant documents will be supplied)
* At the end of examinations, make sure answer booklets have been completed correctly, collected in the correct manner and transported securely to the Examinations Officer.
* To ensure examination conditions are maintained until candidates are dismissed and have left the examination room.
* Any other duties that the Examinations Officer may, from time to time, reasonably request.

Experience or knowledge of acting as an OLM, Reader or Scribe for students with Access Arrangements, would be an advantage but not essential.

Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career.

The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.

Our centre requires invigilators to wear ‘business dress’ to promote a formal atmosphere within the exam room.

Examinations start at 9.00am and would require invigilators to be in school for 8.30am to set up the exam room. The afternoon examinations commence at 1.30pm so invigilators need to be in school at 1.00pm.

A DBS check and references will be required for all successful applicants.

***Inspections***

***It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can walk in at anytime. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.***