

JOB DESCRIPTION

EXAM INVIGILATOR

Responsible to: Examinations Officer

Main Purpose of Job:

The post holder will assist the examinations team in the correct running and supervision of examinations including when necessary assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports, collation of examination documentation.

Main Duties and Responsibilities:

1. To assist in the preparation of the examination room ensuring that it meets the JCQ requirements
2. To manage candidates' assembly in the examinations' room/hall in an orderly manner ensuring pupils are seated appropriately
3. To fully brief pupils to ensure that they are made fully aware of exam conditions before the exam commences
4. To ensure the correct identification and registration of candidates
5. To be responsible for opening papers and authorised materials and to distribute these to candidates in accordance with the examination rules and regulations
6. To attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations
7. To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulation
8. To respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations
9. To contact a named teacher/examinations officer in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required
10. To be responsible for and fully committed to safeguarding of students



11. To supervise candidates in a quiet and unobtrusive manner
12. To notify a named teacher/examinations officer of any disruptions that may occur
13. To ensure that the examination is carried out strictly in accordance with the guidelines set out by the Joint Examinations Board
14. To supervise any candidates who may need to leave the room in accordance with the exam regulations
15. To ensure that exam conditions are maintained until candidates are dismissed
16. To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and/or delivered to the exams officer/person responsible for examinations
17. To ensure that the room and desks are clear and in good order
18. To undertake training relating to the job as required
19. To undertake other related duties appropriate to the grading of the job as required
20. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, and national legislation (including Health and Safety, Data Protection)
21. To maintain confidentiality of information acquired in the course of undertaking duties for the school

Signed:

Date: