



Examinations Invigilator Job Description

Main Purpose:

To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Responsibilities:

- To assist in the collection of examination papers and related information from the examinations Office.
- To assist in the transportation of exam papers to the venue securely.
- To assist in ensuring examination papers are correct and are in accordance with attendance registers and seating plans.
- To assist in the setting up of the examination room – candidate cards, start and finish times and clocks.
- To ensure the examination room is set up in accordance with the seating plan.
- To assist in recording attendance on the seating plan.
- To closely monitor students throughout the examinations to prevent malpractice and disruption.
- To assist with emergencies ensuring you follow Centre Policies and JCQ regulations (illness, fire alarms).
- To collect scripts and question papers, ensuring that they are collected in correct order.
- To ensure the exam room is tidy in preparation for the next examination.
- To assist in the transportation of examination scripts to the examinations office securely.
- To ensure you are familiar with the JCQ Instructions for conducting examinations booklet.
- To undertake any training relevant to the post.
- To assist with other duties consistent with the nature, level and grade of post.

Additional Information

- Reliability and availability especially during the months of May and June is essential.
- In order to maintain a professional atmosphere, a smart/casual dress code and you must wear a name badge at all times.
- Invigilators must conduct examinations in a calm and professional manner.

Support for the School

1. Comply with all school policies relating to:

- Health and Safety
- Equal Opportunities
- Child Protection
- E-Safety
- Confidentiality and data protection.

2. Work in such a way as to promote the ethos and vision of the school.

3. Participate in training and development, and activities that contribute to the management of performance.

4. Attend and participate in regular meetings.

5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification

Essential	Desirable
<i>Knowledge and Qualifications</i>	
<ul style="list-style-type: none"> • A good general level of education. 	
<i>Experience</i>	
	<ul style="list-style-type: none"> • Previous experience of working as an Exams Invigilator or in higher education environment.
<i>Skills and Competencies</i>	
<ul style="list-style-type: none"> • Ability to relate to candidates yet maintain an air of authority. • Ability to communicate with candidates and members of staff clearly and accurately. • Ability to work as part of a team or alone as necessary. • Comfortable under pressure. • Flexible approach to work. • Reliable and punctual. • Accuracy and attention to detail. 	<ul style="list-style-type: none"> • An understanding of the examination process. • An understanding of the JCQ regulations.
<i>Personal Qualities, Aptitudes</i>	
<ul style="list-style-type: none"> • Be reliable and available especially throughout the months of May and June. 	
<i>Other</i>	
<ul style="list-style-type: none"> • Excellent record of attendance and punctuality. • Understanding of the role within safeguarding. 	