

JOB DESCRIPTION			
Job Title	Relief Examination Invigilator	Job reference	SS69
Post Holder		Reports to	Examinations Manager
Grade	Scale 3 Point 14	Hours/week	Casual
		Weeks/year	N/A

### Job outcome

To assist in the smooth running of examinations and to ensure that exam regulations are followed.

### Duties and responsibilities

1. To assist in the preparation of the examination venue prior to the arrival of the candidates ensuring that:
  - a) Heating, lighting and noise levels are acceptable
  - b) A clock is visible to all candidates
  - c) Desks are set out as per JCQ regulations
  - d) Examination posters are displayed in accordance JCQ regulations
2. Assist with the organising and supervising of candidates before, during and after examinations, ensuring that:
  - a) Candidates are seated correctly
  - b) Permitted possessions are clearly advised
  - c) Candidates are silent once inside the examination venue
  - d) Examination materials are distributed efficiently
  - e) Candidates are aware of the starting and finishing time of examinations and notified of relevant examination instructions
  - f) Candidates are supervised whilst outside of the examination venue and leave the venue in a quiet, orderly manner
3. Check attendance during examinations
4. Record details of any late arrivals/early leavers and collect scripts from early leavers
5. Maintain the integrity of the examination
6. To understand and observe the policies and procedures of the Academy.
7. To carry out any other duties as directed by the Examinations Manager.

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I understand the contents of my job description and that this job description is subject to regular review.

Signature of post holder		Date	
Signature of line manager		Date	