

Job Description

Examinations Invigilator

Responsible to: Examinations Officer

The Role:

Invigilators are required throughout the year for internal and external examinations, with the busiest time being the summer term. Their role is to assist the Examinations Officer to ensure that internal examinations are carried out in accordance with the School's regulations and external examinations are carried out in accordance with JCQ regulations. The role is to provide candidates with a positive and supportive, yet strict exam experience. Invigilators must be able to enforce regulations firmly, but fairly if necessary, and be able to deal effectively and promptly with any problems. Flexibility, reliability and an eye for detail are essential, as is the ability to communicate in clear, spoken English. A professional appearance at all examinations is required.

You may be required to carry out the various roles below depending on exam requirements:

- Invigilator
- Roving Invigilator
- Prompter
- Scribe and/or Reader (Additional training is required and provided)

Key Responsibilities:

- To assist the Exams Officer with the preparation of the examination hall and other exam rooms, ensuring they meet the examination requirements and read out any erratum notices when necessary;
- Assist candidates with entry into the rooms, checking ID, when appropriate, setting the tone, ensuring candidates enter quietly and efficiently and are aware they are under exam conditions, retrieve mobile phones and other prohibited material;
- To open and distribute the correct papers and other authorised material to candidates;
- Notify candidates of the start and finish times for the exams, and record these so candidates can clearly see them;
- Collect all scripts and associated materials at the end of each exam and ensure there is nothing missing, scripts are not left unattended and are safely delivered to the Exams Officer;
- Ensure attendance registers are complete, check registers against scripts and collate scripts in attendance register order;
- Ensure any late candidates are briefed, seated and allowed to partake in the exam with minimum disruption;
- Be vigilant at all times during the exams, ensuring the candidates do not communicate with each other or use prohibited material and record and notify the Exams Officer of any offences in line with the regulations;
- Supervise candidates in a quiet and unobtrusive manner, responding to candidate queries in accordance with exam regulations and distribute additional paper/equipment as required;
- Supervise candidates held in quarantine before or after exams;
- To support candidates who may need to take rest breaks during exams;
- To invigilate small groups or one-to one and to support specific students as a reader of scribe;
- To be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting any concerns to the Examinations Officer;

Qualifications:

No formal qualifications are necessary. Training will be given. Vigilance, calmness and firmness are important as is the ability to be adaptable to the working environment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, it is impossible to identify every individual task which this role will undertake. This job description should be seen as enabling rather than prescriptive and may be reviewed annually by the post holder and the Examinations Officer.