

## Exams Invigilator job description - The John Roan

Reporting to	Exams & Data Manager	Grade	1 – hourly rate £10.89
Hours of work	By negotiation during main exam periods in November, December, January, and May/June		

### **Experience**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

### **Main duties**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The John Roan instructions.
- To play a key role in upholding the integrity of the examination/assessment process

### **Before exams**

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

### **During exams**

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

### **After exams**

- To instruct candidates in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

### **Other**

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - supervision of clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks