

## Job Description

<b>Title:</b>	Examination Invigilator
<b>Department:</b>	Exams & Information Office
<b>Reporting to:</b>	Examinations Manager

### Specific Duties:

To support the Exams Manager with the day-to-day running of the examinations.

This may include:

- assisting with setting-up examination venues by laying out stationery and examination papers in accordance with strict procedures.
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- checking attendance during examinations and reporting this clearly to the exams office.
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- collecting and collating scripts at the end of the examination in accordance with strict procedures.
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- you may be used as a reader or a scribe for candidates who require extra support in examinations, when required. You will receive training for this and do not require any previous experience.
- you will be required to attend training prior to the main exams season.

- you must be prepared to familiarise yourself with the JCQ regulations and our centre guidelines for examinations, these will both be provided on your training day.
- This is a casual contract and you will be asked to work over various exam sessions throughout the year: (approximate dates)

Y7 CATS Testing	September	4 days
Y11 Mock Exams	January	1 Week
Y13 Mock Exams	January	1 week
GCSE & GCE Exams	May & June	
Mock Exams	July	1 Week

## Person Specification

**Title:** Examination Invigilator  
**Department:** Exams & Information Office  
**Reporting to:** Examinations Manager

### Specific skills and Knowledge

Good communication skills	Essential
Numeracy	Essential

### Personal attributes

Accuracy and attention to detail	Essential
Flexible approach to work and ability to show initiative	Essential
Ability to communicate appropriately to teaching staff and students	Essential
Ability to work under pressure and remain calm	Essential
Ability to listen carefully and follow instructions	Essential
Ability to be reliable, punctual and patient	Essential

Invigilator working hours are approximately between 8.00am – 4.30pm.