



# Bolingbroke Academy

## Job Description: Examinations Invigilator

<b>Reports to:</b>	Data and Examinations Officer
<b>Salary:</b>	£10 per hour
<b>Hours:</b>	Hours and days will vary according to the Academy's exam timetable. Availability may be required between the hours of 8am and 4pm, Monday to Friday. Working days will vary between two to seven hours per day.

### The Role

To undertake invigilation and other examination related duties.

### Key Responsibilities

- Collecting examination papers and materials from the Exams Office.
- Ensuring that the examination room meets JCQ requirements.
- Preparing the examination room in accordance with the seat plan provided.
- Getting candidates into the room in an appropriate manner.
- Ensuring correct identification of all candidates.
- Ensuring that candidates are aware that they are under examination conditions.
- Opening and distributing papers and other authorised materials.
- Ensuring that candidates have the correct papers.
- Recording start and finishing times of exams.
- Ensuring that the attendance register is accurately completed.
- Supervising candidates in a quiet and unobtrusive manner.
- Distributing additional paper/equipment as required.
- Responding to candidates' queries in line with JCQ regulations.
- Liaising with the Senior Invigilator or the Data and Examinations Officer in the event of any problems.
- Ensuring that efficient timekeeping is maintained.
- Notifying candidates that the examination has finished.
- Collecting and collating scripts in candidate number order.

- Collecting question papers and other materials for return to the Exams Office.
- Ensuring that examinations conditions are maintained until all candidates have left the room.
- Ensuring that scripts are never left unattended and are safely delivered to the Exams Office.
- Any other duty reasonably requested by the Data and Examinations Officer.

## Other

There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner. An Enhanced DBS check will be required.