



JOB TITLE: Exam Invigilator

RESPONSIBLE TO: Exams Officer

Overall purpose of the role is to:

- under the direction of the Exams Officer, to invigilate internal and external examinations as required, in accordance with the JCQ, awarding body and Hazelwick School regulations and instructions
- work in accordance with policies and procedures relating to the distribution and collection of exam papers
- have a key role in upholding the integrity and security of the examination process

Responsibilities of the role:

Before exams

- Report to and be briefed by the Exams Officer/Lead Invigilator prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit students into exam rooms under formal exam conditions
- Distribute the correct question papers and exam materials to students
- Instruct students in the conduct of their exams
- Deal with candidate questions

During exams

- Supervise and observe students at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct students in finishing their exams and collect exam scripts and exam materials
- Dismiss students from the exam room
- Check students' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the Exams Office

Training

- Undertake training, update and review sessions as required
- Prior to invigilating any exam in a new academic year, undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
 - centre supervision of exam timetable clash candidates between exam sessions
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Safeguarding

- Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must read and be fully aware of the Child Protection Policy.

Other Requirements:

- be committed to inclusive education
- contribute to the provision of an efficient and effective learning environment
- maintain confidentiality at all times
- be aware of and adhere to all School policies and procedures

The Exam Invigilator will carry out such other duties as may be required from time to time

All members of staff are expected to work as part of a team. Within this team, there is an implicit understanding of mutual assistance and co-operation with each other. Any member of the team may expect to give and receive help when there are extra work requirements.

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