



Exam Invigilator information sheet

Reporting to	Exams Officer														
Hours of work	By negotiation and agreement during Internal assessments/mock exams 2nd December 2024 to 19th December 2025 5th to 16th January 2026 26th to 30th January 2026 16th to 27th March 2026 20th April to 5th May 2026 External exam periods Main exam series 7th May to 23rd June 2026 Sessions will be for a minimum of an hour and are dependent on the duration of the exam. Example of shift window <table><tr><th colspan="3">INTERNAL EXAMS</th><th colspan="2">EXTERNAL EXAMS</th></tr><tr><td>08.00-11.15</td><td>11.00-13.45</td><td>13.40-15.00</td><td>08.00-12.30</td><td>12.30-15.00</td></tr></table>					INTERNAL EXAMS			EXTERNAL EXAMS		08.00-11.15	11.00-13.45	13.40-15.00	08.00-12.30	12.30-15.00
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Rate of pay	£14.18 per hour inclusive of holiday pay and Crawley Market supplement You will need to complete a claim form for hours worked. Payment is made usually one month in arrears														
Other requirements	Any offer of employment will be subject to satisfactory references, pre-employment health assessment and DBS check. Exam Invigilators are required to invigilate or attend a training session in school at least once during each school term														

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators will be asked prior to each series of exams what their availability is. We aim to give 4 weeks' notice of allocated working hours
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will always be followed

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)