

## JOB DESCRIPTION

**Job Title:** Examination Invigilator  
**Responsible to:** Examinations Officer

**Job Purpose:** Under the direction of the Examinations Officer, to invigilate external and internal examinations

### Principal Duties:

- To supervise candidates participating in formal external and internal mock examinations in accordance with Examination Board regulations
- To collect examination papers and other examination materials from the Examinations Officer
- To follow instructions provided by the Examinations Officer for each individual examination
- To ensure that the examination room meets the seating plan layout and meets JCQ requirements
- To ensure that candidates enter the room quietly and are seated according to the seating plan
- To hand out any equipment required
- To collect any unauthorised material in accordance with JCQ regulations
- To write necessary information on notice boards such as start/finish times
- To hand out examination papers
- To read out any relevant instructions to candidates including any errata notices, and to start the examination
- To be responsible for the security of the examination papers from collection from the Examinations Officer to safe return to Examinations Officer
- To ensure that every candidate sits the correct paper
- To ensure a register is completed and to report absentees to the Examinations Officer
- To ensure the examination starts/finishes on time and these times are recorded accurately
- To supervise candidates in a quiet and unobtrusive manner
- To respond to candidate queries in line with JCQ regulations
- To check all candidates have entered their details correctly on papers and tagged loose sheets together
- To record all details of any breach of JCQ regulations and to report this to the Examinations Officer
- To end the examination and collect in papers and other equipment
- To dismiss the candidates in an orderly manner and to ensure that examination conditions are maintained until all candidates have left the room
- To collate papers in order and to return to the Examinations Officer as soon as the examination is completed
- To be fully aware of emergency evacuation procedures
- To attend briefing/training sessions when required

### General duties and responsibilities

- To carry out other duties as may be reasonably requested within the role which may include supporting candidates with access arrangements
- To safeguard the welfare of children
- To keep the Examinations Officer fully informed of all matters that they are involved in and initiatives they undertake
- To participate and attend meetings and training as appropriate
- To ensure confidentiality is maintained at all times
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code
- To actively promote the achievement of a smoke free Academy
- To actively support Academy Initiatives