

## JOB PROFILE

1. **Post Details:**

<b>Post Title:</b>	Exam Invigilator
<b>Salary Grade:</b>	SP4
  
2. **Hours** As required during exam seasons (minimum 5 sessions per week, AM or PM)
  
3. **Job Purpose:**
  - To support the school with the day-to-day management of exams within the school.
  
4. **Reporting to:**

Exams & Assessments Manager (AEM)

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5. **Main Duties:**
  - **Preparing the Exam Hall** – Ensure the room meets JCQ CIC regulations, e.g. centre number and clock clearly visible to all, and JCQ CIC notices are clearly displayed.
  
  - **Starting the exam** –
    - Ensure candidates enter hall in an appropriate manner
    - Open and distribute papers and any other authorised materials to candidates
    - Ensure all candidates have correct papers
    - Notify AEM of extra candidates not on the register
    - Ensure candidates are aware that they are under exam conditions, retrieving mobile phones etc.
    - Read erratum notices.
    - Notify candidates of the start of the exam.
    - Record start and finishing times of exams.
  
  - **During the exam** –
    - Ensure attendance register and seating plans are completed accurately.
    - Contact AEM or Senior Invigilator if candidates raise a concern or problem with the paper that requires the professional judgement of a teacher.
    - Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
    - Supervise candidates in a quiet, unobtrusive manner.
    - Respond to candidates' queries in accordance with exam regulations.
    - Supervise any candidates who may need to leave the exam room in accordance with exam regulations.
    - Distribute additional paper/equipment as required.
    - Ensure school policy is adhered to.
    - Notify AEM immediately of any concerns regarding candidates' behaviour.
    - Follow emergency evacuation procedures, if necessary, follow instruction from a member of the Senior Leadership Team.
  
  - **Finishing the exam** -
    - Ensure efficient timekeeping is maintained.
    - Notify candidates that the exam has finished.
    - Ensure exam conditions are maintained until candidates are dismissed from the room.

Collect scripts in attendance register order.  
Check exam room at the end of the exam regarding anything left behind.  
Ensure scripts are never left unattended and are safely delivered to the AEM or Senior Invigilator.

6. **General**

- Be adaptable to changing practices and to perform any other reasonable tasks as directed by the AEM.

**Signature of Postholder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau.**

**We foster an inclusive culture that promotes equality of opportunity and values diversity creating an environment where the rights and dignity of all members of our community are respected. We promote a culture that allows staff to grow and flourish, regardless of gender, ethnicity, religion, age, and all other aspects of diversity and therefore welcome and encourage applications from diverse backgrounds to join our team.**

September 2025