Job description

Exam Invigilator

Main purpose of post

An exam invigilator provides invigilation for all external and internal examinations at the school. They are responsible for distributing the exam material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Duties and responsibilities

- 1. To have an understanding of, and commitment to, maintaining the appropriate standards of confidentiality/security of exam materials.
- 2. To adhere to the school's policies and procedures.
- 3. Ensuring the exam room is prepared.
- 4. Maintaining the security of exam materials at all times.
- 5. Assisting candidates prior to the start of an exam by directing them to their seat, and advising them about possessions permitted in the exam room.
- 6. To help distribute exam materials.
- 7. To help ensure the candidates are informed on exam regulations prior to the exam commencing.
- 8. Dealing with candidates who have arrived to take the exam but who are not on the register list (this must be reported to the Exams Officer immediately).
- 9. To ensure all candidate are correctly identified.
- 10. Ensuring that candidates have the correct papers.
- 11. Ensuring that candidates who arrive late to an exam are dealt with quickly in accordance to the regulations.
- 12. Distributing additional equipment as required.
- 13. Dealing with candidate queries during exams.
- 14. Supervising the exam according to the relevant time and meeting any additional conditions.
- 15. Ensuring exam conditions are maintained whilst students are dismissed from their exam.
- 16. To report/communicate any problems/incidents/emergencies to the Exams Officer.
- 17. Ensuring scripts are collected, collated as per instructions, and delivered to the Exams Officer. Scripts must NEVER be left unattended.
- 18. Any other duties as can be reasonably expected and as seen fit by the Exams Officer.

Person Specification

Experience Experience of working or studying in higher education environment	desirable
Specific skills and knowledge An understanding of exam processes Effective oral/written communication skills Numeracy	desirable essential essential
Personal attributes Accuracy and attention to detail Flexible approach to work Ability to relate to academic staff and students Ability to work under pressure	essential essential essential