

Exam invigilator Job Description

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| Reporting to | Exams Officer | Hourly pay rate | £11.21 including holiday pay |
| Hours of work | By negotiation during mainly December, May, June and July. The hours are flexible and varied. | | |

Invigilation arrangements

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. **Invigilators have a key role in upholding the integrity of the external examination/assessment process.**

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

Experience

Experience is not required as training will be provided. However the ideal candidate will be flexible;

- have effective verbal and written communication skills
- be confident and a reassuring presence to candidates in exam rooms

Main duties

To conduct examinations in accordance with JCQ, awarding body regulations. (Training will be provided).

Before exams

- To report to the Exams Officer/Senior Invigilator prior to each exam session
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute exam papers and materials to candidates if/when required
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any irregularities if required
- To complete attendance registers if required
- To deal with candidate queries

After exams

- To collect exam scripts if required
- To dismiss candidates from the exam room if required
- To return exam scripts and other materials to the exams officer

Other Responsibilities

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided)
 - Exams-related administrative tasks

Signed:
Kathryn Smyth

Date: