



Beaconsfield High School

Job description – Examinations Invigilator

Job title	Examinations Invigilator
Salary range	£9.49 per hour plus 13.04% holiday pay £1.24 per hour Hourly rate inclusive of holiday pay £10.73
Line management	Reports to Examinations Officer
Purpose of the role:	
<ul style="list-style-type: none"> ➤ To ensure examinations are conducted in accordance with the Joint Council for Qualifications (JCQ), awarding body and Beaconsfield High School instructions ➤ To play a key role in upholding the integrity of the examination/assessment process ➤ To follow direction as established by the Examinations Officer 	
Responsibilities:	
<ul style="list-style-type: none"> ➤ To report to and be briefed by the Examinations officer prior to each exam session ➤ To keep confidential exam papers and materials secure before, during and after exams ➤ To ensure exam rooms are set out in accordance with instructions ➤ To admit candidates into exams rooms ➤ To identify, seat, and instruct candidates in the conduct of their exams ➤ To distribute the correct exam papers and materials to candidates ➤ To deal with candidate queries according to the regulations ➤ To start exams where required, supervise and observe candidates at all times and remain vigilant throughout the exams, keeping disruption to a minimum ➤ To deal with emergencies or irregularities effectively and record/report any incidents, disruption or irregularities to the Examinations Officer ➤ To complete attendance registers ➤ To instruct candidates in finishing their exams and to collect exam scripts and exam materials ➤ To dismiss the candidates from the exam room ➤ To check candidates' name on scripts match the details on the attendance register, and ensure scripts are in exam number order as per the attendance register in readiness for despatch to examiners. ➤ To securely return all exam scripts and exam materials to the Examinations Officer 	



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<ul style="list-style-type: none">➤ To attend training, update or review sessions as required➤ To undertake, where required and where able, other duties requested by the exams officer, for example:- Supervision of exam timetable clash candidates between exam sessions Facilitating access arrangements for candidates for example as a reader, scribe etc. (full training will be provided) Other exam related administrative tasks
October 2019

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.