

Exam Invigilator Job Description

Reporting to: Examinations Officer

Hours of Work: By negotiation and agreement during January, April, May and June; when external invigilators may be required

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Main duties

- 1.** To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Sir William Perkins's Schools regulations and instructions
- 2.** To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements



- Escort candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
 - centre 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 exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'



Examinations Invigilator - Person Specification

Qualifications and Experience

- Good general level of education: GCSE or equivalent passes in Mathematics and English.

Knowledge, skills and abilities

- Ability to demonstrate organisational and administrative aptitude and work to predetermined instructions.
- Ability to apply established procedures to given situations quickly and with confidence.
- Ability to work as part of a team and independently depending on the examination requirement.
- Ability to be firm but fair at all times.

Personal

- Able to communicate confidently, easily and effectively with both young people and adults. Previous experience working with young people would be desirable but not essential
- Flexible, patient with calm disposition.
- Able to deal with confidential information in a sensitive way.
- Kind and with a good sense of humour.