



## Job Description

**Job Title:** Examination Invigilator

**Working Hours:** As and when required during internal and public examinations  
Morning Sessions start at 8.15am  
Afternoon Sessions start at 12.30pm

**Accountable to:** Examinations Manager

### **Purpose of the Job:**

To work as part of the examination team responsible for conducting both internal and public examinations. Invigilators have a key role in upholding the integrity of all examinations as well as assessment processes.

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding bodies, as well as Queen Elizabeth's Girls' School regulations and instructions.

### **Key Duties:**

Attend briefing by Lead Invigilators/Examination Assistant prior to each examination and follow guidance given dependance on the type of examination/assessment taking place

### **Prior to Examination Start**

- Ensure confidential material is kept secure at all times
- Assist in setting up the examination rooms in accordance with examination regulations
- Distribute candidate cards and examination papers
- Check candidates receive the correct paper
- Ensure candidates enter the examination room in silence and find their seat quickly

### **During the Examination**

- Ensure that candidates follow all examination regulations
- Assist candidates with any queries (in accordance with regulations) quickly and efficiently
- Supervise and observe candidates at all times
- Be vigilant for any forms of malpractice
- Report any incidents or irregularities to the Lead Invigilator
- Assist with attendance registers

### **At the end of the Examination**

- Ensure that all candidate stop writing when instructed to do so and remain vigilant to malpractice
- Collect examination scripts and other examination material
- Assist to dismiss candidates from the examination room
- Assist in collating examination scripts, registers and returning all exam materials securely to the Examinations Assistant

**General Tasks**

- Undertake relevant training and review sessions as needed
- Complete candidate lunch-time supervision where candidates have examination clashes
- Help with invigilation for practical examinations, such as Art or Drama
- Invigilator for MFL Speaking Examinations
- Act as a roving invigilator for public examinations
- Any other examination related tasks to assist the smooth running of examinations

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.