

Christ the King Sixth Form

Job Description and Person Specification

Job Title:	Exam Invigilator
Responsible to:	Exams Officer
Core Job Purpose:	To assist the Exams Officer in upholding the integrity of the examination/assessment process during the examination periods.

This main activities and responsibilities are to:

- 1.1 Conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Christ the King College instructions
- 1.2 Play a key role in upholding the integrity of the examination/assessment process

Before exams:

- 1.3 Report to and be briefed by the exams officer prior to each exam session
- 1.4 Keep confidential exam papers and materials secure before, during and after exams
- 1.5 Ensure exam rooms are set out according to the instructions
- 1.6 **Admit candidates into exam rooms**
- 1.7 Identify, seat, and instruct candidates in the conduct of their exams
- 1.8 Distribute the correct exam papers and materials to candidates
- 1.9 Deal with candidate queries
- 1.10 Start exams

During exams:

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

After exams:

- 1.17 Instruct candidates in finishing their exams and to collect exam scripts and exam materials
- 1.18 **Dismiss candidates from the exam room**
- 1.19 Check candidates' names on scripts, match the details on the attendance register

1.20 Securely return all exam scripts and exam materials to the exams officer

Other:

1.21 Attend training, update or review sessions as required

1.22 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 exams-related administrative tasks

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

2.2 Be flexible

2.2 Have effective communication skills

2.3 Be confident

2.4 Have a reassuring presence to candidates in exam rooms