**Job Description**

**Post Title:** Exam Invigilator

**Grade:** £12.18 per hour plus holiday pay £1.52 per hour

**Hours of Work:** As required

**Post Status:** Casual

**Disclosure level:** Enhanced

**Responsible to:** Exams Officer

**MAIN PURPOSE OF THE POST:**

To assist the Examinations Officer, to supervise candidates during exams ensuring Examination Board Regulations are strictly followed at all times.

**PRIME OBJECTIVES OF THE POST:**

* Assisting in the supervision of students .
* To work under the instruction/guidance of Exams Officer/senior staff.
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance management as required
* Set up exam rooms in accordance with the JCQ ICE book.
* Starting and finishing each allocated examination in accordance with Exam Board regulations and guidelines.
* Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
* Complete an Invigilators Log for each exam if required.
* Ensure that the examination room is clear and tidied for the next session and that equipment is returned. To check examination desks for any graffiti and liaise with the Exam Officer to get it removed.
* Ensure collection of all scripts, collate and place in appropriate envelopes for despatch to examination boards along with registers.
* Attend training sessions when requested.
* To assist with access arrangements for students who need one to one help with Writing/Reading, or invigilating in one of the access arrangements rooms, overseeing the Scribing/Reader process.