

Job Description

Examination Support Role

Contract Type: Examination Support Staff (1 post)
Exam Season 7th May – 20th June 2026 (to be available for all or part of this season)
Plus some availability mid-March for training purposes.

Salary: Salary: £17.00 per hour

Hours: Between 8am – 4pm we are open to flexible working and half days would be considered

Responsible to: The Exams Officer

Working with the Exams Office and team of voluntary invigilators to ensure the correct procedures and regulations are followed to always ensure the integrity of exams. To lead in and invigilate exams on a regular basis throughout the public exam season. Full training will be provided.

Duties and Responsibilities

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Staying up to date with current and new exam regulations, attending training sessions as required.

Support the Examination Team with the day-to-day preparation of exam rooms; laying out stationery including desk labels, and equipment as needed, ensuring clocks and notices are in place, and putting out exam papers in accordance with strict procedures.

Assist candidates prior to the start of exams by directing them to their seats and advising about possessions permitted in the exam room. Ensuring candidates do not talk or communicate with others once inside the exam room.

Ensuring the correct procedures and regulations are followed throughout the exams according to the JCQ guidelines. Maintaining strict confidentiality in relation to exams.

Being aware of all access arrangements for relevant candidates within the exam room.

Escorting candidates from exam rooms during the exam as required, and supervising candidates whilst outside exam rooms.

Making the announcements at the start and end of exams. Reading erratum notices if required.

Recording start and finish times and completing the attendance register (or supervising an invigilator to carry out these tasks).

Reporting any irregularities and queries to the Exams Officer immediately.

Assisting in finishing the exam, collecting papers and dismissing students in an orderly and quiet manner at the end of the exam.

Ensuring candidates do not remove equipment or stationery from the exam room.

Delivering scripts to the Examination Office on completion of exams.

Tidying up the exam room including removing desk labels, candidate lists and other stationery.

Any other tasks as required.