



JOB DESCRIPTION

Job Title:	Examination Invigilator
Grade:	B (£12.65 per hour)
Hours:	Casual
Responsible to:	Examinations Officer
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Internal: Students, Headteacher, Teaching Staff, Support Staff
	<u>External:</u> None

Main Purpose of Job

The post holder will assist with the correct running and supervision of examinations including, when necessary, assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports and collation of examination documentation.

Duties and Responsibilities

- 1 To assist in the preparation of the examination room, ensuring that it meets the JCQ requirements.
- 2 To manage candidates' assembly in the examinations room/hall in an orderly manner, ensuring students are seated appropriately.
- 3 To fully brief students to ensure that they are made fully aware of exam conditions before the exam commences.
- 4 To ensure the correct identification and registration of candidates.

- 5 To be responsible for opening papers and authorised materials and to distribute these to candidates in accordance with the examination rules and regulations.
- 6 To attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations.
- 7 To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations.
- 8 To respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations.
- 9 To contact the Examinations Officer in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required.
- 10 To supervise candidates in a quiet and unobtrusive manner.
- 11 To notify the Examinations Officer of any disruptions that may occur.
- 12 To ensure that examinations are carried out strictly in accordance with the guidelines set out by the Joint Examinations Board.
- 13 To supervise any candidates who may need to leave the room in accordance with the exam regulations.
- 14 To ensure that exam conditions are maintained until candidates are dismissed.
- 15 To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and/or delivered to the Examinations Officer.
- 16 To ensure that the room and desks are clear and in good order.
- 17 To undertake training relating to the role as required.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child

protection, health and safety, equality and diversity, the Code of Conduct, and data protection.

2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: Senior HR Officer

Updated by: March 2025



PERSON SPECIFICATION

Job Title: Exam Invigilator

School/Department: Saltash Community School

Attributes	Essential	Desirable	How identified
Relevant Experience	Administrative experience	Previous experience of invigilating or supervising examinations Experience of working with young people	Application form
Education and Training	GCSE English and Maths at level 4 or above, or equivalent qualification		Application form
Knowledge and Skills	Good communication skills		Application form/ interview
Any Additional Factors	A meticulous approach to work Flexible approach to work Ability to remain calm under pressure or during unexpected circumstances Reliable and punctual Displays an awareness, understanding and commitment to the		Application form

	protection and safeguarding of children and young people		
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Date Updated: March 2025

Updated by: Senior HR Officer