



## **Exam Invigilator**

### **Job Description**

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity and security of the external examination/assessment process.<sup>1</sup>

Reporting to	Examinations Officer	Hourly pay rate	£12.99 per hour (incl. holiday accrual per hour)
Hours of work	Casual hours, by negotiation and agreement during the main mock and public examination periods*: <ul style="list-style-type: none"><li>• November - Mock Examinations</li><li>• February-March - Mock Examinations</li><li>• May-July - Public Examinations</li></ul> Start time: 8:00 am for morning exams and 12:30 pm for afternoon exams. Additional training events (compulsory) prior to invigilating any external examination in a new academic year * some ad-hoc examinations can be requested outside the periods referenced above		
Annual Leave	Leave is calculated in the hourly rate		

### **Terms and conditions of employment**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **The role of the invigilator**

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent and report possible candidate malpractice
- prevent and report possible administrative failures

### **General requirements**

- Experience of invigilation is not required as full training in the role and duties of an invigilator will be provided, alongside the statutory safeguarding regulations.
- Invigilators are required to:
  - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
  - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

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<sup>1</sup> Reference the Joint Council for Qualifications (JCQ) [Instructions for conducting examinations \(ICE\) section 12](#)

- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.

### **Main duties**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Livingstone Academy's regulations and requirements.

#### Before examinations

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams by ensuring they are never left unattended
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions according to the regulations
- Start exams

#### During examinations

- Supervise and observe candidates at all times and be vigilant throughout
- Complete attendance registers and report absences
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively e.g. signs of cheating, communication or sickness
- Record/report any incidents, disruption or irregularities
- Deal with candidate questions according to the regulations

#### After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer
- To clear up after the exam and ensure the exam room is left tidy

### **Other tasks**

- Undertake training, update and review sessions as required (prior to invigilating any external examination in a new academic year)
- Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of examination timetable clash candidates between examination sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.

- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Person Specification

#### Essential Criteria:

- Be readily available during main examination periods
- Be reliable and flexible during main examination periods
- Have effective communication skills and good interpersonal skills
- Work well as part of a team
- Be confident and a reassuring presence to candidates in examination rooms
- Be able to give instructions and manage situations involving different groups of people
- Have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
- Deal sensitively and appropriately with confidential information
- Have knowledge of child safeguarding procedures and a commitment to safeguarding all learners
- Excellent attendance and punctuality

All successful applicants will be required to undertake an enhanced DBS check and this may include social media checks

### **Contact details for more information**

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