



EMPOWERING YOUNG PEOPLE TO TAKE ON THE WORLD

## **JOB DESCRIPTION - EXAM INVIGILATOR**

### **Core Purpose**

To support the Exams Officer in the examination process.

### **Core Responsibilities**

- Checking that the arrangements of the examination room remain in compliance with the regulations and to ensure a calm environment which will give students the best possible opportunity to be successful in their exams.
- Issue the regulatory notices to candidates at the start of the examination.
- Maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator's possession.
- Start, conduct and finish the examination in accordance with the regulations.
- Complete the attendance register with due attention to the identification of candidates.
- Supervise candidates with due vigilance during the working of the examination.
- To respond to any questions from candidates about process and procedures.
- Refer to the Examinations Officer if it is suspected that malpractice is taking place.
- Collect completed scripts after the examination has ended and return them to the designated place/person.
- Report back as appropriate using the agreed referral procedures on any issues arising.
- Assist with administration as requested.
- Ensure that students do not leave an examination during the first hour or last half hour of an examination (unless escorted for exceptional reasons: always check with the Examinations Officer).
- At the end of examinations to help make sure that answer booklets have been completed correctly, and to help ensure that question numbers have been entered in the appropriate box on the front of the answer booklets.
- To help in the collection of exam scripts which need to be collected in order, by candidate number.
- In the event of any discrepancy or irregularity in the progress of an examination, to give a verbal report to the Examinations Officer.
- Packing of examination papers, stationery and equipment prior to the examinations;
- Delivering scripts to departmental and school office

**Person specification**

- Experience of working in a similar role in as school (desirable)
- An understanding of examination processes (desirable)
- Effective oral/written communication skills (essential)
- Good numeracy skills (essential)

**Responsible to:** Examinations Officer

**Salary Range:** £15.86 per hour (inclusive of holiday pay)

**Start Date:** ASAP

**Skills and qualifications:** Educated to GCSE standard including English and Maths and/or 3 years relevant experience