

## **JOB DESCRIPTION**

### **EXAM INVIGILATOR**

**Responsible to:** Examinations Manager

#### **Main Purpose of Job:**

The post holder will assist the examinations team in 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, collation of examination documentation.

#### **Main 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 pupils are seated appropriately.
3. To fully brief pupils 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 a named teacher/examinations manager 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 a named teacher/examinations manager of any disruptions that may occur.

12. To ensure that examination is 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 exams officer/person responsible for examinations.
16. To ensure that the room and desks are clear and in good order.
17. To undertake training relating to the job as required.
18. To undertake other related duties appropriate to the grading of the job as required.
19. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, and national legislation (including Health and Safety, Data Protection).
20. To maintain confidentiality of information acquired in the course of undertaking duties for the school.

