

JOB DESCRIPTION	
Job Title	Examination Invigilator
Reports to	Examinations Officer
Grade	Support Staff SCP 2

PURPOSE

To supervise internal and external examinations and ensure rules and regulations are adhered to, as set out in the JCQ guidelines. To act as a reader and scribe when requested.

ROLES AND RESPONSIBILITIES

- To arrive 15 minutes before the published start time.
- To assist with setting up the examination room(s) in accordance with JCQ regulations.
- To ensure candidates enter the examination in a quiet and orderly manner.
- To ensure candidates are given the correct question papers and answer booklets.
- To start and finish examinations correctly using the announcements approved by JCQ, in liaison with the Senior Invigilator.
- To be aware of any candidates with Access Arrangements and the provisions made for them, and to provide the necessary support when requested.
- To ensure candidates follow the rules and regulations of the examination at all times.
- To supervise candidates at all times, partaking in active invigilation whilst remaining unobtrusive.
- To maintain the integrity and confidentiality of the examination process, and to uphold security at all times.
- To ensure that all the necessary paperwork associated with the examination is completed properly.
- To record any irregularities using the Incident Report Form, and to notify the Examinations Officer of any problems that may arise.
- To use the two-way radio to summon assistance if necessary.
- To ensure that candidates are dismissed appropriately, and that scripts are collected in the correct order and then supervised until in the possession of the Examinations Officer, or the Senior Invigilator(s).
- To be aware of the policies that exist in relation to examinations (Late and Absent Candidates, and Emergency Evacuation of an Examination) and to act accordingly.
- To assist in other activities if reasonably requested by the Examinations Officer.
- To ensure time sheets are completed and submitted for processing.
- To undertake regular training and refresher sessions as required.
- To be aware of and comply with policies relating to safeguarding children.

KNOWLEDGE AND EXPERIENCE

- A high standard of spoken English, literacy and numeracy.
- Basic IT skills in relation to the invigilation of computer-based examinations.
- Punctual, reliable and responsible.
- Some experience of working in an educational environment.
- Respectful of confidentiality.
- Ability to work effectively as part of a team.
- Flexible in relation to availability given the frequency of examinations throughout the academic year.

ADDITIONAL INFORMATION

- Examinations are scheduled throughout the academic year and so a degree of availability is expected. Please note that many external examinations are timetabled at a national level, and so invigilation at more than one centre is not advised due to the limiting effects on availability.

Signature of post holder _____ Date _____

Signature of line manager _____ Date _____

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary or job title.