



## Examination Invigilator Job Description

<b>Postholder</b>	Examination Invigilator
<b>Overall Responsibilities</b>	To assist in the preparation and conduct of examinations in accordance with the regulations of the Joint Council for Qualifications (JCQ), examination boards and school policies.
<b>Scale/Salary</b>	B3 Pt 7 – £12.60 per hour
<b>Responsible To</b>	MIS Manager
<b>General Responsibilities</b>	<p>Before examinations</p> <ul style="list-style-type: none"> <li>• Keep examination question papers and materials secure and confidential before, during and after examinations.</li> <li>• Ensure examination rooms are set up according to the official regulations.</li> <li>• Ensure that candidates receive the appropriate question paper(s) and supporting material(s).</li> <li>• Deal with candidates' questions in accordance with the necessary examination board rules.</li> <li>• Ensure that no unauthorised materials, such as mobile phones, MP3 players and watches, are not brought into the examination room.</li> <li>• Supervise and observe candidates at all times and be vigilant throughout the duration of the examination.</li> <li>• Ensure that candidates abide by the rules of the examination boards at all times whilst in the examination room.</li> <li>• Keep disruption in the examination rooms to a minimum.</li> <li>• Deal with emergencies or irregularities effectively and promptly.</li> <li>• Record or report any incidents, disruption or irregularities immediately.</li> <li>• Collect in all examination scripts and materials after the examination.</li> <li>• Securely return all examination scripts and materials to the Exams Team.</li> </ul>
<b>Quality Assurance and Standards</b>	<ul style="list-style-type: none"> <li>• To set a good example to students in terms of dress, punctuality and attendance.</li> <li>• To be professional when dealing with visitors, staff, students and outside agencies.</li> <li>• To attend team and staff meetings as required and be proactive in matters relating to health and safety.</li> <li>• Attend annual invigilator training sessions and stay abreast of any changes to JCQ and examination board regulations.</li> <li>• To implement and promote the school's policies and procedures relating to all areas of employment and service delivery.</li> <li>• To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To support the school's distinctive aims and ethos and to encourage students to follow this example.</li> <li>• To participate in induction training, staff review process and professional development opportunities as requested.</li> <li>• To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description, such as supervision of students with a timetable clash or facilitating candidates' access arrangements (for which full training will be provided).</li> <li>• To undertake any professional duties that may be reasonably assigned by the Headteacher.</li> </ul>