

Job Description

Job Title:	Exam Invigilator
Reports to:	Examinations Officer
Responsible for:	No Line Management
Salary range:	NLW
Contract:	Timesheeted worker

Main purpose of the role:	Invigilating internal and external examinations, including invigilation of the students with access arrangements when required.
Main duties:	1. Invigilators must uphold the integrity of the examination and assessment process. Under the instructions of the Examinations Officer, duties to include any or all of the following: 2. Assisting with any administration procedures before and after examinations; 3. Ensuring the examination room complies with JCQ (Joint Council for Qualifications) regulations; 4. Ensuring candidates enter and leave the examination area in accordance with JCQ regulations; 5. Observing candidates in the examinations room at all times; 6. Assisting with the checking of registers against scripts and ensuring candidates have the right paper; 7. Opening and distributing papers and any other materials to the candidates and distributing additional paper / equipment as required; 8. Ensuring the attendance register is completed; 9. Collecting scripts in attendance register order and checking that nothing has been left at the desk; 10. Ensuring the scripts are never left unattended and are safely delivered to the Examinations Officer; 11. Informing the Examinations Officer of any suspicions about the security of the examination's papers; 12. Record any incidents on the Exam Incident Log, and report any concerns to the Examinations Officer, 13. Ensuring School policies are adhered to. The duties / responsibilities of this post may vary from time to time according to the changing needs of the Academy.

	Essential	Desirable
Qualification	English and Mathematics GCSE – grade 4 or equivalent	Exam invigilator training/experience
Experience	Experience in a busy working environment, for example school or office	Experience of invigilating in a school, college or adult education setting
Skills	Good communication skills, able to communicate effectively and clearly with both pupils and staff.	
Qualities	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	