

THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE



EXAM INVIGILATOR

JOB DESCRIPTION AND PERSON SPECIFICATION

Post Title	Exams Invigilator
Reporting to	Examinations officer
Specific responsibilities of the post	<p>To oversee and supervise students during examinations and to ensure that the regulations and procedures for the integrity of the exams are followed during all exam sessions. This involves:</p> <ol style="list-style-type: none"> 1. before the start of the exam: <ul style="list-style-type: none"> ▪ assisting with the supervision of students entering the Exam room/hall and ensuring that seating arrangements are satisfactory ▪ Ensuring all students have the correct question paper and other materials ▪ making sure all students are aware of the pre-exam start information 2. during the exam, ensuring the JCQ regulations are adhered to at all times during the course of the examination: <ul style="list-style-type: none"> ▪ no unauthorised items are in the possession of any student (unless specifically permitted) ▪ there is no communication between students ▪ be aware of noise/disruption from external sources ▪ students are NOT helped in any way to interpret the question paper ▪ responding to students needs/requests ▪ report any incidents to the invigilator in charge ▪ sign the attendance register ▪ the seating plan is complete and accurate 3. at the end of the examination: <ul style="list-style-type: none"> ▪ ensure exam scripts are collected in the correct order ▪ under the supervision of the exams officer or lead invigilator ensure exam board attendance registers are correctly marked off against scripts before packing
Dates/times needed	4. Examination sessions are held in November, December, January, February & April to June. You will be required to attend training sessions as necessary
Personal qualities	<p>The postholder will be:</p> <ul style="list-style-type: none"> ▪ able to communicate effectively with students and staff ▪ confident in addressing large numbers of students ▪ vigilant, organised, approachable ▪ able to remain calm at all times ▪ a good team member who is able to work within given guidelines

▪ **Signed:** _____ **Date:** _____
(Employee)

▪ **Signed:** _____ **Date:** _____
(Headteacher)