

# EXAM INVIGILATOR



## JOB DESCRIPTION

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

▪ **Print Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Employee)

▪ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Headteacher)