EXAM INVIGILATOR

JOB DESCRIPTION

Post Title	**Exams Invigilator**
Reporting to	**Examinations officer**
Specific responsibilities of the post	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: ▪ 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: ▪ 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: ▪ 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	The postholder will be: ▪ 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

- **Print Name: _____Signed: _____Date: _____**
(Employee)

- **Signed: _____Date: _____**
(Headteacher)