



JOB DESCRIPTION

Exam Invigilator

Salary and Hours

Salary: **Grade I, Point 8**
£8.62 per hour, plus working time directive

Hours: **Variable, available during exam seasons**

Role Description

Day to Day to: Examinations Officer

All support staff are managed by the School Business Director

Role Description

- To ensure that internal and external exams run smoothly and that school and JCQ regulations are adhered to
- To maintain the security and integrity of exams
- To provide, after additional training, authorised assistance to students with learning difficulties. This includes acting as a Reader, Scribe, Practical Assistant, and setting up exam laptops

Duties include

- Setting out exam rooms with warning notices, seating cards, question papers and any other exam materials
- Ensuring that candidates enter and leave the exam room in a quiet and orderly manner
- Ensuring that the exam is conducted correctly e.g. watching for potential malpractice, maintaining silence in the exam room, dealing with students' questions and dealing with emergencies that may arise during the exam
- Collecting in and sorting exam papers at the end of the exam
- Assisting the Examinations Officer in packing up exam papers ready for collection
- Assisting with general admin tasks when necessary
- Attending training sessions as required

Hours

- Invigilators need to be flexible in their approach to hours of work so as to fit in with the exam timetable
- Invigilators working in a morning session will generally start work at 8.30am but are sometimes required at 8.00am. When working in the afternoon Invigilators are required to start at 12.45. Exam sessions vary in length
- There are times in the year when a large number of exams are running when it is desirable that invigilators are available for work. These dates are communicated in Autumn each year
- Invigilators should be available to work at least 3 days per week or more during exam time

Support

- Most exams are conducted in large venues where a Senior Invigilator works with a small team of invigilators. New invigilators will not be expected to conduct exams as the sole invigilator for some time
- The Examinations Officer will be available to support invigilators as required
- In addition there will always be a member of the teaching staff on call during the exam