

Job description: Examination Invigilator

Line Manager: Examinations Officer

1. To support the Examinations Officer and Head Invigilator with the day to day administration of public and internal examinations.
2. To have knowledge of and work within examination regulations as set by JCO (Joint Council for Qualifications).

Day to Day

- To attend pre-examination briefing with the examination officer at 08.30 for morning examinations and 13.00 for afternoon examinations.
- Invigilators must pay close attention to information given at pre-examination briefings with regards to erratum notices, access arrangements and any late notification of other items e.g. candidates feeling ill.
- To ensure correct papers and stationery is provided for each examination/awarding body.
- To ensure the set-up of all examination rooms complies with JCO regulations.
- To create a seating plan, taking into consideration and making alternative seating arrangements if necessary e.g. candidates with extra time or candidates feeling ill.

During Examinations:

- Supervision of candidates entering the examination room, checking candidates do not bring any unauthorised materials into the examination room.
- To ensure a calm environment for the candidates to receive the best possible opportunity to be successful in their examinations.
- To conduct active, vigilant invigilation whilst not disrupting the candidates.
- Ensure examination regulations are adhered to at all times e.g. escorted toilet breaks, supervision between examinations for candidates with clashes on their timetable.
- Complete official examination register.
- Complete invigilators Record of Invigilation Arrangements form.
- Complete final seating plan (including any last minute changes).
- To report any suspected malpractice to the Examinations Officer.

At the end of Examinations:

- Supervision of candidates leaving the examination room, ensuring they leave in a quiet orderly manner and do not remove any examination stationery or equipment.
- The collection and collation of examination scripts under strict JCO guidelines, including the preparation of script envelopes.
- Ensure signed records of the seating plan, invigilator record form and the bottom copy of the official attendance register for each exam are placed in the invigilator file.
- Preparation of examination rooms and seating plans for the next examination (where possible).
- Supervision of candidates with clashes (when necessary).

We are committed to safeguarding the welfare and development of all young people – all posts are subject to an enhanced DBS check.

Person specification: Examination Invigilator

Essential Experience	Desirable
	Experience of working in a school environment
Qualifications: Good level of general education	
Skills and aptitudes: <ul style="list-style-type: none">• Excellent organisational skills• A good command of written and spoken English• Ability to work on own initiative and as part of a team• Ability to communicate with teaching staff and students.	Knowledge of the examinations process
Personal attributes: <ul style="list-style-type: none">• Strong interpersonal skills• Accuracy and attention to detail• Flexible approach to work and routines• Excellent health and work record	