

Job Description			
Job Title:	Examinations Invigilators	Job Category:	Support
Hours of Work:	Casual – hours by agreement	Grade:	BEX05
Responsible to:	The Examinations and Data Officer		
Functional Links with:	Staff and Students		
Main Purpose of the Job:			
To provide support to the examination process and ensure that all examinations regulations are fulfilled and examinations are conducted within the correct procedures			
Major Duties & Responsibilities:			
<p>To support the Exam & Data Officer and Examination Assistant with the day-to-day operation of examinations. They will be expected to:</p> <ul style="list-style-type: none"> • Attend mandatory annual training sessions for appointed Invigilators. • Collect examination papers and materials from the Examinations Office. • Ensure the examination room meets JCQ and any other exam board requirements. • Ensure correct identification of all candidates • Assist the candidates into the room in an appropriate and timely manner, directing them to their seats and advising them about possessions permitted in examination rooms. • Ensure that candidates are aware that they are under examination conditions and that candidates do not talk once inside examination room. • Distribute papers and other authorised materials, ensuring that candidates have the correct papers • Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with the JCQ regulations. Supervising the candidates in a quiet and unobtrusive manner • Check the attendance during examinations and ensuring that the attendance register is accurately completed. • Refer late arrivals to the examination office. 			

- Record the start and finishing times of exams, ensuring that it is visible to all candidates and that candidates are advised when the exam has finished
- Escort candidates from rooms during the examinations as required, supervising candidates whilst outside examination rooms;
- Collect and collate scripts at the end of the examination in accordance with strict procedures. Supervise candidates leaving examination rooms, ensuring that candidates do not remove equipment or stationery from the room without authorisation and that candidates leave rooms in an orderly and quiet manner.
- Assist with the packing of examination papers, stationery and equipment at the end of the examinations and the delivery to and from rooms as appropriate and assist with the preparation of script envelopes.
- Any other duty reasonably requested by the Examinations & Data Officer

Last Updated By:

HR

Date:

Oct 2021

Person Specification	Essential / Desirable
Experience	
Experience of working in a school/educational environment	D
Experience of Invigilation of examinations	D
Knowledge & Skills	
Effective oral/written communication skills	E
Good level of literacy and numeracy	E
An understanding of examination processes	D
Personal Attributes	
Accuracy and attention to detail	E
Flexible approach to work	E
Ability to relate to academic staff and students	E
Ability to work under pressure and to tight deadlines	E
Reliability	E

Normal working hours will be between 8.00 and 5.00. It may be necessary to work outside of normal working hours