



Exams Invigilator

Job Purpose

- To work as part of a team of invigilators supervising students who are participating in internal and public examinations. Ensuring that all JCQ regulatory requirements for the Conduct of Examinations are strictly adhered to and the security and integrity of all examinations is upheld.
- To be fully aware of the regulations according to “The Instructions for Conducting Examinations”. (Referred to as the ICE Booklet)
- To check the examination room prior to the arrival of candidates to ensure that:
 - Heating, lighting, ventilation and access is acceptable
 - No display materials that might be helpful to candidates are visible
 - A reliable clock of readable size is visible to each candidate
 - The Warning to Candidates is displayed both inside and outside the examination room
 - The Notice to Candidates is displayed in a public place outside the examination room
- To assist in admitting the candidates into the examination room and enabling them to find their allocated seats quietly and efficiently.
- To promote a calm environment to give candidates the best opportunity to be successful in their exams.
- To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
- To take all reasonable steps to ensure that:
 - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
 - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted
 - Candidates have all the necessary material to enable them to complete the examination

- Under the direction of the Examinations Manager open the packets of examination papers and issue the papers to candidates
- If you are the sole Invigilator, give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty and be aware of any needs that candidates may have during an examination
- To complete the Attendance Register during the examination and inform the Exams Manager of any absentees
- To ensure scripts are collected in candidate number/seating plan order, or as requested, and are supervised as required until they are delivered to the Exams Manager
- To collect all unused stationery in the Examination room and return it to the Exams Office
- To ensure that the room is left in a tidy condition
- Perform all of the above duties in accordance with school policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and Data Protection Act.
- To know the actions to be taken in the event of an emergency such as Fire Alarm evacuation.

The work of school changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

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