

Job Title: Examinations Invigilator

Job purpose: To undertake invigilation and other exam-related duties

Responsible to: Examinations Manager

Responsible for:

- Collecting exam papers and materials from the Exams Office.
- Preparing the examination room in accordance with the seat plan and ensuring that it meets JCQ requirements.
- Getting candidates into the room in an appropriate manner.
- Ensuring correct identification of all candidates and informing them of exam conditions.
- Opening and distributing papers and other authorised materials, ensuring that candidates have the correct papers.
- Recording start and finishing times of exams, ensuring that efficient timekeeping is maintained.
- Ensuring that the attendance register is accurately completed.
- Supervising candidates in a quiet and unobtrusive manner, distributing additional paper/equipment as required.
- Responding to candidates' queries in line with JCQ regulations.
- Liaising with the Senior Invigilator or the Examinations Manager in the event of any problems.
- Notifying candidates that the examination has finished and ensuring that exam conditions are maintained until all candidates have left the room.
- Collecting and collating scripts in candidate number order and that they, along with question papers and other materials are returned to the Exams Office.
- Ensuring that scripts are never left unattended and are safely delivered to the Exams office.
- Participating in training (online and face to face) as required.
- Prioritising the safeguarding of all students and participating in training on Prevent and safeguarding matters.
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other duties as may reasonably be required by the Principal

August 2023

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Category	Essential	Desirable	Ascertained by:
Experience		<ul style="list-style-type: none"> • Previous work with young people • Previous invigilation experience 	Application form References
Additional Skills and Abilities	<ul style="list-style-type: none"> • Good IT skills/confident in using computers • Able to focus and maintain concentration for long periods • Able to work as part of a team • Able to interpret information and instructions • Good communication skills • Able to work under pressure • Adaptable and flexible • Caring and understanding attitude towards students 		Application form Interview References
Other	<ul style="list-style-type: none"> • Physically fit to carry papers and stand for long periods • Good eyesight and hearing (corrected with glasses/aids if appropriate) to enable monitoring of an exam room • Available to attend yearly training sessions/meetings • Displays a commitment to the protection and safeguarding of children and vulnerable adults. • Displays a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not. 		Interview