



## **JOB DESCRIPTION – EXAM INVIGILATOR**

£12.50 per hour (+12.07% Holiday Pay), Casual, term time only

### **Purpose of Post**

To ensure examinations are conducted correctly according to school processes and the Joint Council for Qualifications “Instructions for Conducting Examinations” and hold a key role in upholding the integrity and security of the examination/assessment process.

### **Key tasks and general duties**

- To work closely with the Exams Officer and school staff to ensure all candidates have an equal opportunity to demonstrate their abilities;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures;
- Ensure compliance with all mandatory and specific instructions for each exam paper and correctly communicate these to candidates prior to the start of the exam;
- Ensure examinations keep to scheduled times;
- Ensure all examinations are conducted according to school procedures and JCQ and awarding body regulations;
- Ensure all candidates are observed in the exam room at all times;
- Ensure correct signage is posted outside the room and ensure correct layout of exam room;
- Ensure security and safety of examination papers at all times – before, during and after the exam;
- Maintaining integrity of examination conditions, minimising where possible, interruptions and distractions for candidates;
- Reporting malpractice incidents to the Exams Officer and assisting with writing of subsequent reports where necessary;
- Collation and packaging of examination scripts;
- Supervision of students to allocated areas during emergency procedures;
- Supervision of students with timetable clashes (sometimes over the lunch period);
- Participate in appropriate training events;
- Actively promote and comply with safeguarding legislation in all areas of responsibility;
- Promote the school’s Health and Safety policy and be aware of the responsibility for personal Health and Safety and that of others reporting any hazards;
- Undertake other duties appropriate to the role as required.

### **Reports to the Exams Officer**

**This job description should be read in conjunction with the accompanying person specification.**