

Invigilator Job Description

Reporting to	Exams Officer	Hourly pay rate	£11.53
Hours of work	By negotiation and agreement during October, January/February, May and June. Invigilators are expected to be available during examination periods.		

General Requirements

- Experience of invigilation is desirable but not essential as training in the role and duties of an invigilator will be provided.
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
- Invigilators are required to confirm their availability in advance of the main exam periods.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

An ideal candidate will:

- Be reliable, flexible and readily available during main exam periods.
- Have effective communication skills and good interpersonal skills.
- Work well as part of a team.
- Be confident and a reassuring presence to candidates in exam rooms.
- Be able to give instructions and manage situations involving different groups of people.
- Have basic IT skills (familiar with the use of email, mobile phone messaging etc.).

Main Duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Eggescliffe School regulations and instructions.
- To have a key role in upholding the integrity and security of the examination/assessment process.

Before exams

- Report to and be briefed by the Exams Officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat candidates according to the required arrangements.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions.
- Start exams.

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams.
- Keep disruption in exam rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers.
- Deal with candidate questions according to the regulations.

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials.
- Dismiss candidates from the exam room.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all exam scripts and exam materials to the Exams Officer.

Other tasks

- Undertake training, update and review sessions as required.
- Undertake relevant online invigilator training and assessments for that academic year.
- Undertake, where required and where able, other duties requested by the Exams Officer, for example:
 - Centre supervision of exam timetable clash candidates between exam sessions.
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
 - Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.