



Examinations Invigilator

Scale and Hours	LBR 1c Hours as agreed with Examinations Officer
Responsible to:	Examinations Officer
Supervisor:	Lead Examination Invigilator
Job Purpose	To be responsible for the appropriate implementation of examination procedures and to ensure the proper conduct of candidates.

This work is done on a supply claim basis and not via a contract.

The individual in this position provides invigilation for examinations at the school. The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Duties and Responsibilities:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Valentines High School instructions
- To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
- To report/communicate any problems/incidents/emergencies to the examinations officer.

Before the Examination:

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- Check seat labels are in place on desks
- Distributing the examination material
- Check clocks are at the correct start time
- Check that supplies of supplementary paper and extra equipment is available

Entry of Candidates:

- Supervise entry of candidates into examination hall in silence.
- Assist candidates to their correct seating position
- Ensure candidates do not open or write on the papers on their desks
- Visual check on candidates to ensure that they do not have any unauthorised items on them before the Start of Examination
- Deal with candidate queries
- Prevent candidates arriving late from entering hall and supervise them outside
- Supervise candidates during the starting announcements

During Examination

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- Deal with candidate questions according to the regulations
- Supply supplementary paper to candidates

End of Examination

- Instruct candidates in finishing their exams and to collect exam scripts
- Dismiss candidates from the exam room
- Supervising examination hall to ensure silence on dismissal.
- Ensuring candidates do not leave hall with exam papers or stationery
- Collecting up exam papers, booklets etc
- Sorting completed scripts into candidate number order
- To securely return all exam scripts and exam materials to the exams officer
- General tidying up after candidates have left

Other duties

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - supervision of 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
- Corridor supervision
- General sorting or checking of examination papers/stationery
- Putting up/removal of notices

Safeguarding Children

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Working Time:

- Morning Session start time – 8.00am. Afternoon Session – 1.00pm
- Session times will depend on length of exam
- Full or half day sessions are offered
- There will be mid-morning sessions during the mock exams with a start time of 11.00am

Signed.....

Date