



Invigilator Job Description

Summary of Post

To assist in the smooth running of exams in line with school policy and examination regulations as defined by the Joint Council for Qualifications.

Key Responsibilities of an examination invigilator

- Be familiar with the policies & regulations associated with examinations
- Meet with the Examinations Manager before the start of each session for briefing as necessary.
- Ensure examination rooms are correctly prepared before the start of an examination.
- Supervise candidates throughout the time they are in the exam room to ensure appropriate conduct is maintained.
- Work with the lead invigilator to carry out tasks as required such as:
 - Ensure no prohibited items, such as mobile phones, revision notes, etc., are brought into the examination room.
 - Read out examination instructions.
 - Hand out appropriate question papers to candidates.
 - Record examination start and finish times.
 - Instruct candidates to begin examinations.
 - Complete attendance register and seating plan as required.
 - Ensure there is no talking or disruption for the candidates once an examination has begun.
 - To be aware of any needs that candidates may have during an examination and when absolutely necessary, escort candidates to the toilet / medical room.
 - At the end of the examination, collect scripts and question papers in accordance with instructions.
 - Dismiss candidates appropriately at the end of the examination.
 - Ensure security of the question papers and scripts are properly maintained until returned to the Examinations Office.

PERSON SPECIFICATION

Essential	Desirable
Invigilators must be reliable and punctual	Previous invigilation experience
Skills must include good organisational skills, effective oral communication skills and good numeracy and literacy skills.	Previous experience of working in a school environment
Ability to work effectively and supportively as a member of a team	Experienced with working with young people
Ability to act on own initiative, dealing with any unexpected problems that arise in a calm manner.	Ability to demonstrate a flexible approach and willingness to adapt to change.