

# **DISS HIGH SCHOOL**

## **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 Officer 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 Skills:

- Invigilators must be reliable and punctual
- Skills must include good organisational skills, effective oral communication skills and good numeracy and literacy skills.
- Ability to work effectively and supportively as a member of a team.
- Ability to act on own initiative, dealing with any unexpected problems that arise in a calm manner.