

Exam Invigilator Job Description

Responsible to: Examinations Officer

Job Purpose

To maintain the security of public examinations by supervising candidates and ensuring that all JCQ and CIE regulatory requirements for the conduct of examinations are strictly adhered to. The invigilator has a key role in ensuring that all candidates have an equal opportunity to demonstrate their abilities and to prevent possible malpractice or administrative failure.

Main Responsibilities (full training will be given if required)

- To be fully aware of the regulations according to the JCQ booklet “The Instructions for Conducting Examinations” and the relevant section of the CIE Handbook “Regulations and guidance for administering Cambridge exams”.
- To assist with laying out of candidate desk labels in accordance with the seating plan.
- To identify candidates are seated at the right desk and to check their ID.
- To issue the correct question papers to candidates.
- To display the necessary timings for the exams.
- To supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- To escort candidates who need to leave the room temporarily.
- To know the actions to be taken in the event of an emergency such as an emergency evacuation.
- To ensure that candidates receive any extra time allowance or any other access arrangement to which they are entitled.
- To inform the Exams Officer of any suspected malpractice.
- At the end of the examination, to collate all scripts in candidate number order.
- To tidy and reset the exam room.
- To supervise any candidates required to be in isolation due to a clash of exams.
- Identify and undertake any other job-related activities as requested appropriate to the post to meet the changing needs of the School.

Skills, Knowledge and Experience

Essential:

1. Able to work well in a team and communicate effectively.
2. Excellent time-keeping and reliability.
3. Able to follow written procedures to carry out tasks.
4. A good level of spoken and written English.
5. Organisational skills and a calm nature in order to ensure that the examinations are held in accordance with the Joint Council for Qualifications (JCQ) and Cambridge International guidelines.
6. Flexibility over working hours.

Desirable:

7. Previous experience of working as an Exam Invigilator.

For Information

- Once appointed, the invigilator will be called upon as and when required by the Examinations Officer. The invigilator's exact working hours will then be determined according to their availability for the timetabled examinations as advised to the Examinations Officer.
- Morning exams normally commence at 09.00am and afternoon exams at 1.30pm.
- The invigilator will be required to arrive at the Exams Office thirty minutes prior to the exam session to assist with the exam set up.
- You may only claim for the hours that you work and claim to the nearest quarter of an hour.
- You will be paid for a minimum of 2 hours.
- You must attend training sessions as required by the Exams Officer.
- You must perform all of your duties in accordance with School policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance and Data Protection Act.

It is every employee's responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes into contact with. Therefore, all employees are asked to undertake a Disclosure and Barring Service check.