

Invigilator

Job Description

Main Duties and Responsibilities

To implement examination procedures and ensure the proper conduct of examination candidates.

Example of duties and responsibilities

Procedures

- To assist with the setting up of examination venues by laying out stationery, equipment and examination papers in accordance with published guidelines.
- Read out examination instructions.
- Record examination start and finish times.
- Instruct candidates to begin examinations.
- Inform the Pastoral Co-ordinator/Learning Manager and Examinations Officer (as appropriate) of any absence.
- To respond to candidates' queries in accordance with examination regulations.
- To distribute additional paper and/or equipment, as necessary.
- To scribe for pupils with special needs if so directed by the Examinations Officer.
- At the end of the examination, collect candidates' scripts and question papers.
- Instruct candidates when they are permitted to leave the examination room, and their proper conduct in so doing.
- To sort sets of completed papers into candidate number order at the end of the examination, in preparation for posting.
- To carry out other duties appropriate to this position as instructed by the Examinations Officer or Head Teacher.

Conduct

- Ensure silence in the examination room and avoid disruption.
- Ensure that all candidates comply with instructions.
- Walk around the examination room, ensuring no candidate has forbidden items - removing any found.
- Ensure that candidates do not converse, signal or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, Examinations Officer or other appropriate person.

- To escort and supervise candidates who may need to leave the examination room in cases of emergency, ill health, or for the purposes of using the toilet;
- Invigilators should ensure that they are fully familiar with any instructions for the conduct of examinations as set out in the JCQ “Instructions for Conducting Examinations”.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Head Teacher at any time.

November 2015