



Role profile

Exam Invigilator

Accountable to:	Examinations Officer
Location:	Oathall Community College
Grade:	Grade 2 - SCHG46

Job Summary

To ensure the fair and proper conduct of examinations/tests according to the school's/examination board's rules, in an environment that enables pupils to perform at their best.

This role may be suitable for employees invigilating examinations, including maintaining records.

Main task areas

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Oathall Community College regulations and instructions.
- To have a key role in upholding the integrity and security of the examination/assessment process.
- Invigilate the examination, including dealing with examination irregularities.
- Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures.
- Communicate examination procedures to pupils and oversee behaviour.
- Respond to pupil requests during the examination.
- Ensure no authorised material is consulted.
- Escort candidates from the location during the examination, such as for toilet breaks.
- Maintain candidate attendance and absence records.

Before Exams

- Report to and be briefed by the exams officer/lead invigilator prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat candidates according to the required arrangements.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions.



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During Exams

- Supervise and observe candidates at all times and be vigilant throughout exams.
- Keep disruption in exam rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers.
- Deal with candidate questions according to the regulations.

After exams

- Collect exam scripts and exam materials.
- Securely return all exam scripts and exam materials to the exams officer.

Other tasks

- Undertake training, update and review sessions as required.
- Undertake relevant online invigilator training and assessment for that academic year.
- Undertake, where required and where able, other duties requested by the exams officer, for example: centre supervision of exam timetable clash candidates between exam sessions and facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

Person Specification

Type of education, experience, skills, and attributes.	Requirement level
Education	
Education to a minimum level 3/A-level qualification including a level 2/GCSE qualification in English and Maths	Essential
Experience & Skills	
Basic IT skills (familiar with use of email, mobile phone messaging etc.)	Essential
Attributes	
Enjoys working with people, collaborating and being part of a team	Essential
Be able to communicate confidently and sensitively with a range of different audiences	Essential
Be able to give instructions and manage situations involving different groups of people	Essential
Have a positive, can-do attitude and be happy to turn your hand to anything to help out.	Essential