**Job Description**

**Title:** Examination Invigilator

**Reporting to:** Examinations Officer

**Liaises with:** Teaching staff, school administrators and students

**Main purpose:**

To ensure the fair and proper conduct of examinations in an environment that enables candidates to perform at their best and in accordance with examination board regulations.

**Specific Duties:**

To support the Exams Officer with the day-to-day operation of examinations, including those conducted online or using digital devices. This activity may include:

Under the supervision of the Exams Officer;

* to arrive promptly at the agreed time for a morning or an afternoon exam session;
* assisting with setting up examination room by laying out stationery, equipment and examination papers in accordance with exams officer;
* closely following and enforcing exam procedures and regulations and reporting promptly any concerns to the exams officer, including any breaches of online protocols;
* assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
* ensuring that candidates do not talk once inside examination venues or use unauthorised electronic devices or access unauthorised websites;
* invigilating exam rooms used for students with special needs and ensuring all exam procedures and regulations are enforced including being responsible for the delivery and collection of papers to and from the main exam venue and supporting candidates according to their individual access arrangements;
* invigilating during examinations;
* recording details of late arrivals and early leavers and collecting scripts from early leavers;
* escorting candidates between venues during the examination as required and supervising candidates whilst outside examination venues;
* supervising any candidates who may need to leave the room in accordance with exam regulations;
* supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner;
* maintaining the confidentiality of exam materials and candidate information and adhering to data protection regulations;
* demonstrating professionalism, impartiality, and fairness at all times, and managing challenging behaviour effectively and calmly;
* participating in training sessions and staying updated on changes to exam regulations and procedures.

**To assist Examinations staff with other examination processes. This activity may include:**

* Assisting with the preparation of seating plans;
* assisting with ensuring all papers are present and in the correct order ready for packaging;
* assist with taking sealed papers to the postage collection point

**Person Specification: Exam Invigilator**

**Essential Criteria**

* Ability to arrive promptly at the agreed time for a morning or afternoon exam session.
* Ability to follow and enforce exam procedures and regulations.
* Ability to remain calm and professional under pressure.
* Excellent attention to detail.
* Good communication and interpersonal skills.
* Ability to work effectively under supervision.
* Ability to give clear instructions and supervise candidates.
* Ability to handle confidential information and maintain discretion.
* Ability to work as part of a team.

**Desirable Criteria:**

* Previous experience of invigilating examinations.
* Knowledge of examination board regulations and procedures.
* First Aid qualification.