



## **SOUTHEND EAST COMMUNITY ACADEMY TRUST**

### **Job Description**

#### **Exam Invigilator**

**Post Title:** Exam Invigilator  
**Salary:** Level 3 Point 5.  
**Hours:** Zero Hours Contract  
**Responsible to:** Examinations Officer

#### **Experience**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously. The ideal candidate will be flexible; have effective communication skills; be a confident and reassuring presence to candidates in exam rooms.

#### **Main purpose of the job**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Shoeburyness High School instructions.
- To play a key role in upholding the integrity of the examination/assessment process

#### **Main Responsibilities Before Exams**

- To report to and be briefed by the Examination Officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

#### **Main Responsibilities During Exams**

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance reports.
- To deal with candidate questions according to the regulations



**Main Responsibilities After Exams**

- In the absence of the Examinations Officer or other member of staff, the lead invigilator is to instruct candidates in finishing their exams and to arrange collection of exam scripts.
- To assist dismissal of candidates from the exam room
- To securely return all exam scripts and exam materials to the exams officer

**General**

- To attend training, update or review sessions as required
- To attend annual safeguarding training
- To undertake, where required and where able, other duties requested by the exams officer.

Date..... Signed..... (Post holder)

Date..... Signed..... (Line Manager)