Exam Invigilator Job Description

| **Reporting to** | Exams Officer  |
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| **Hours of work** | By negotiation during November, January, February, March, May, June, July |

**General requirements**

* Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
* Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
* Invigilators are required to confirm their availability in advance of main exam periods
* Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
* An ideal candidate will:
* Be reliable, flexible and readily available during main exam periods
* Have effective communication skills and good interpersonal skills
* Work well as part of a team
* Be confident and a reassuring presence to candidates in exam rooms
* Be able to give instructions and manage situations involving different groups of people
* Have basic IT skills (familiar with use of email, mobile phone messaging etc.)

**Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and South Wirral High School regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

**Before exams**

* Report to and be briefed by the exams officer 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
* Start exams

**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**

* Instruct candidates in finishing their exams and collect exam scripts and exam materials
* Dismiss candidates from the exam room
* Check candidates’ names on scripts, match the details on the attendance register
* Securely return all exam scripts and exam materials to the exams officer

**Other tasks**

* Undertake training, update and review sessions as required
* (prior to invigilating any exam in a new academic year) 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
	+ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
	+ other exams-related administrative tasks including maintaining question paper security by supporting the ‘second pair of eyes check’