

Exam Invigilator Job Description

Reporting to	The Examinations Officer	Hourly pay rate	£12.45 per hour
Hours of work	By negotiation and agreement; the main examination periods are in May and June each year but the school also uses invigilators for internal exams taken by pupils in all years; these take place at various points in the academic year. Kimberley School exam start times are 9 am and 1 pm.		
General requirements	<ul style="list-style-type: none"> • 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 <p><i>An ideal candidate will:</i></p> <ul style="list-style-type: none"> • 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 the use of email, mobile phone messaging etc.) 		
Main duties	<ol style="list-style-type: none"> 1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the Kimberley School regulations and instructions 2. To have a key role in upholding the integrity and security of the examination/assessment process 		
Before exams	<ul style="list-style-type: none"> • Report to and be briefed by the exams officer before 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	<ul style="list-style-type: none"> • 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, disruptions or irregularities • Complete attendance registers 		
After exams	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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; Undertake relevant online invigilator training and assessment for that academic year. 		