



**WILLIAM FARR**  
C of E Comprehensive School

# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB ROLE: Exam Invigilator

**Reports to: Exam and Data Manager**

**Grade: WFS 2 Point 3**

## JOB DESCRIPTION

### **Overall Responsibilities:**

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

The role of the invigilator is to ensure that the examination is conducted according to JCQ and NCLT instructions to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Full training will be provided.

### **Duties and responsibilities:**

#### Before examinations

- 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 examination conditions
- Give full attention to conducting the examinations properly
- 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 according to the regulations
- Start exams

### During examinations

- Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
- Be vigilant and remain aware of incidents or emerging situations
- Keep disruption in examination 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 examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

### Other

- To attend training, refresher or review sessions, or complete electronic training as required.
- To be prepared to invigilate 'on-screen' assessments.
- To undertake, where required and where able, other duties requested by the Exams Manager/Officer, for example:
  - Supervision of clash candidates between exam periods.
  - Providing support for candidates with access arrangements eg, as a reader, scribe, prompter, word processor administration.

### **General**

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

## PERSON SPECIFICATION

Qualifications, Knowledge and Experience			
	Essential	Desirable	Assessment
<i>No essential experience is required as full training will be provided.</i>			
A good standard of spoken and written English	✓		
Previous experience of invigilation		✓	
Previous experience of working in an educational setting		✓	
Commitment to safeguarding the welfare of students	✓		
Able to give instructions and manage situations involving different groups of people	✓		
Commitment to equal opportunities	✓		
Have basic IT skills (familiar with use of email, mobile phone messaging etc.)		✓	
Willingness to always uphold exam security and confidentiality	✓		
Willingness to undertake all necessary safeguarding and other training	✓		
Personal Qualities			
Be a confident and reassuring presence to candidates in the exam room.	✓		
Ability to work as part of a team	✓		
Ability to keep calm under pressure and when unexpected circumstances arise	✓		
Ability to use common sense and initiative	✓		
Flexible, punctual and reliable	✓		