
JOB DESCRIPTION

JOB TITLE	Examination Invigilator
LOCATION	Energy Coast UTC, Blackwood Road, Lillyhall
HOURS OF WORK	Casual hours term time only
SALARY	National Living Wage
RESPONSIBLE TO	Exams Officer

Responsibilities

- To ensure a calm environment which will give the students the best possible opportunity to be successful in their exams.
- To help organise students at the start and end of each exam.
- To help provide the correct information and material for successful completion of the exam.
- To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents and training will be supplied)
- To be vigilant, whilst not disrupting the candidates.
- To refer to the Examination Officer if it is suspected that malpractice is taking place.

Main Duties

- To ensure that students do not leave an examination during the first hour of an examination (unless escorted for exceptional reasons: always check with the Exams Officer).
- At the end of examinations to help make sure that answer booklets have been completed correctly, and to help ensure that question numbers have been entered in the appropriate box on the front of the answer booklets.
- To help in the collection of exam scripts which need to be collected in order, by candidate number.
- In the event of any discrepancy or irregularity in the progress of an examination, to give a verbal and written report to the Examination Officer.