



JOB DESCRIPTION

Title of Post: Examination Invigilator and/or Scribe/Reader

Purpose of Job: To support the fair and proper conduct of examinations in accordance with awarding body regulations, ensuring all candidates have equal opportunities to demonstrate their abilities. The role involves either supervising exams as an Invigilator or providing assistance as a Scribe/Reader for candidates with approved access arrangements.

Pay: £14.25 per hour
£15.60 per hour for Lead Invigilators

Duties and Responsibilities:

Examination Procedures

- Assist with the preparation of the examination room, including setting up desks and laying out question papers and materials in accordance with regulations.
- Supervise candidates as they enter the examination room, ensuring they are seated promptly and that silence is maintained at all times.
- Collect, store, and secure mobile phones and any other prohibited items prior to the start of the examination.
- Monitor the conduct of candidates throughout the examination, maintaining vigilance to ensure compliance with examination regulations.
- At the end of the examination, collect candidate scripts, question papers, and identification cards in a timely, secure, and orderly manner.
- Assist in the safe and quiet dismissal of candidates at the conclusion of the examination.
- Prepare the examination room for subsequent sessions by tidying desks and ensuring materials are ready for use.
- When acting as a Scribe or Reader, provide support strictly in line with the Joint Council for Qualifications (JCQ) regulations, ensuring impartiality and accuracy at all times.

Conduct

- Maintain silence and prevent disruption in the examination room.



- Ensure candidates comply with all instructions and refrain from communicating with others.
- Keep all candidates under continuous observation throughout the examination.
- Patrol the room discreetly to check for prohibited items, removing and reporting any found to the Senior Invigilator or Examinations Officer.
- Escort candidates to the toilet when required.
- Collaborate effectively as part of the invigilation team during large examinations.

Invigilators must be thoroughly familiar with the **Instructions for the Conduct of Examinations**, which are available on the front desk in the examination room in the main halls.

Davenant is committed to the safeguarding and protection of all children and young people in our care. All posts are therefore subject to a rigorous safer recruitment process, including criminal record checks and other vetting procedures. We maintain a comprehensive set of policies and procedures designed to promote safeguarding and ensure safe working practices across the school.