

Job Description: Lead Invigilator



Date	February 2025	Salary Grade:	£15.50 per hour
Accountable to	Principal	Contract:	Seasonal
In liaison with	SLT/Principal		

Job Summary

To proactively work with and deputise for the Exams Manager in partnership with the Head Teacher and to ensure that all students and staff receive high levels of support in respect of examination administration for both internal and external exams. To ensure there is a systematic approach to the administration of exams and oversee smooth running of internal and external examinations.

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

Purpose of the Post

The role of the invigilator

The role of the lead invigilator is to ensure that examinations are conducted according to regulations:

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

General requirements

- Invigilators are required to:
 - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
 - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be always followed

An ideal candidate will:

- be reliable, flexible and readily available during main examination 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 examination 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.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and CWC Crossharbour regulations and requirements.

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
- start exams

During examinations

- always supervise and observe candidates and be vigilant throughout
- 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 tasks

- Undertake training, update and review sessions as required (prior to invigilating any external examination in a new academic year)
- Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination 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'

To apply

To apply, please do so by using the TES application form. Please ensure you provide your full education and work history and account for any gaps. If you have any questions about the role, please e-mail HR Department at hr@canarywharfcollege.co.uk.

