



## Exam Invigilator

Reporting to the Exams Officer, provide effective invigilation for internal and external exams.

Reporting to: Finance and Admin Manager

Direct Reports: None

### Job Purpose and Responsibilities

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform to the best of their ability.

### Key Deliverables and Accountabilities

To support the day-to-day operation of examination venues which will include:

1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
2. Closely follow and enforce exam procedures and regulations.
3. Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.
4. Ensure candidates do not talk once inside the examination venues.
5. Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures.
6. Checking attendance during examinations.
7. Record details of late arrivals and early leavers and collect scripts from early leavers.
8. Ensure that candidates are aware of the start and finishing times of examinations
9. Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues.
10. Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
11. Report any breach of examination rules to the Senior Invigilator/other responsible person immediately
12. Assist candidates as appropriate with additional supplies of paper and stationery
13. Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.
14. Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner.

To assist Examinations staff and Invigilators with other examination processes which may include:

1. Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues if required.
2. Assist with the preparation of the seating plans if required.

This job description may be reviewed annually and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

		<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1.	Qualifications/Training Competences		Experience of invigilating exams.  Ability to complete mandatory training.
2.	Relevant Experience		
3.	Knowledge		Knowledge of regulations relating to conducting examinations.
4.	Skills/Ability	Able to give clear and concise instructions and guidance.  Able to use initiative and good judgement.  Good literacy and numeracy skills.  Ability to follow guidelines and procedures, and able to manage a complex process.  Ability to work effectively as part of a team.	
5.	Personal Skills	Experience of working constructively in a team.	