



JOB DESCRIPTION

EXAM INVIGILATOR

RESPONSIBLE TO:

MAIN CONTACTS:

MAIN RESPONSIBILITIES

To support the Examinations Manager with the day-to-day operation of examinations.

- To work as part of a team of invigilators supervising students undertaking examinations
- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Assisting candidates prior to the examinations by directing them to their seats and advising them about possessions permitted in the examination venue
- Ensuring that candidates do not talk once inside the examination venue
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Checking attendance during examinations
- Recording details of late arrivals and early leavers and collecting scripts from early leavers
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- Collecting and collating scripts at the end of the examination in accordance with strict procedures
- Assisting with the preparation of script envelopes
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- To attend training sessions as requested to ensure compliance with the rules and regulations set out by JCQ and Awarding Bodies
- Assisting with the preparation of seating plans

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post.

