

## Exam invigilator Job Description

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| <b>Reporting to</b> | Exams Officer | <b>Hourly pay rate</b> | £9.30 including holiday enhancement |
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### **Invigilation arrangements**

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. **Invigilators have a key role in upholding the integrity of the external examination/assessment process.**

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

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

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| <b>Hours of work</b> | By negotiation during mainly December, May, June and July. The hours are flexible and varied. |
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### **Experience**

Experience is not required as training will be provided. However the ideal candidate will be flexible;

- have effective verbal and written communication skills
- be confident and a reassuring presence to candidates in exam rooms

### **Main duties**

To conduct examinations in accordance with JCQ, awarding body regulations. (Training will be provided).

#### **Before exams**

- To report to the Exams Officer/Senior Invigilator prior to each exam session
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute exam papers and materials to candidates if/when required
- To deal with candidate queries

#### **During exams**

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any irregularities if required
- To complete attendance registers if required
- To deal with candidate queries

#### **After exams**

- To collect exam scripts if required
- To dismiss candidates from the exam room if required
- To return exam scripts and other materials to the exams officer

### **Other Responsibilities**

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - Supervision of clash candidates between exam periods
  - Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided)
  - Exams-related administrative tasks

