

Job description for Exam Invigilator

Line manager:

Exams Officer/Vice Principal

Purpose of job:

The individual in this position provides invigilation for internal and external examinations at the school. The exam invigilator is responsible for picking up the exam materials prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time, returning all exam materials to the Exams Officer at the end of the allocated time and supporting the administrative function of examinations.

Core responsibilities and duties:

- To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
- To adhere to the school's policies and procedures.
- To report/communicate any problems/incidents/emergencies to the Exams Officer.

Before the Examination:

- Tidy and straighten exam desks.
- Check seating tickets are in place on desks.
- Setting out examination materials on desks.
- Check clocks are at start time.
- Check that supplies of supplementary paper is available at distribution points.

Entry of Candidates:

- Supervise entry of candidates into the hall in silence.
- Assist candidates to their correct seating position.
- Ensure candidates do not open or write on papers on their desks.
- Visual check on candidates to ensure that they do not have any unauthorized items on them.

Start of Examination:

- Prevent candidates arriving late from entering hall and supervise them outside.
- Supervise candidates during the starting announcements.

During Examination:

- Invigilate candidates by slowly walking up and down the rows.
- Supplying supplementary paper/materials to candidates.
- Recording students who need to use the toilet/do not follow exam expectations.

End of Examination:

- Supervising the exam room to ensure silence on dismissal.
- Ensuring candidates do not leave the exam room with exam papers or stationery.
- Collecting up exam papers, booklets, etc.

- Sorting completed scripts into candidate number order.
- General tidying up after candidates have left.

Other duties:

- Supervising candidates with examination clashes over the lunch period.
- Invigilating individual candidates with extra time in small examination rooms.
- Corridor supervision.
- Invigilating in specialist examination rooms if required.
- General sorting or checking of examination papers/stationery.
- Checking completed scripts for candidate details.
- supporting with wider administrative tasks associated with examinations.

General

Safeguarding Children

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. To contribute to the review of school policies as appropriate. To undertake relevant safeguarding training as required.

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.

Fire, Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy, endeavouring to consider and integrate health and safety in all activities to safeguard employees, contractors, members of the public, property, and the environment.

Exam seasons:

- Internal exams are November, February/March and July
- External exams are January, May and June

Working Time:

- Morning session: 8.30 – 11.30 am.
- Afternoon session: 1.00 – 4.00 pm.
- Full or half day sessions are offered.
- Minimum of 3 hours per day.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.