



Role Profile – Exams Invigilator

Department/Sector	Education
Role Title	Exams Invigilator
Reports to	Exams Officer
Hours	Flexible, as required, on a casual basis
Rate	£13.95 per hour
Role Purpose	To provide support to internal mock and external exams.

Duties

To support the Exams Officer and Snr Invigilator with the day-to-day operation of examination venues. This may include (but is not limited to):

- Assisting with setting up exam venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in exam venues
- Liaising with the Snr Invigilator and/or Exams Officer to ensure that advice and guidance is quickly and compassionately offered to unregistered candidates without allocated seats
- Ensuring that candidates do not talk once inside the exam venue
- Invigilating during exams, dealing with queries raised by candidates and alerting the Snr Invigilator and/or Exams Officer to irregularities in accordance with strict procedures
- Checking attendance during examinations
- Recording details, early leavers and collecting scripts
- Escorting candidates from the exam venue during the exams as required and supervising candidates whilst outside the exam venue, in accordance with JCQ regulations
- Collecting and collating scripts at the end of the exam, in accordance with strict procedures
- Assisting with the preparation of script envelopes
- Supervising candidates leaving exam 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.

As required, support the Snr Invigilator or Exams Officer with other examination process such as (but not limited to):

- Packing of exam papers, stationery and equipment prior to the exams and the delivery to and from venues as appropriate and in accordance with JCQ regulations.
- Preparation of seating plans

Working Hours

Assignments typically begin 15 minutes prior to the exam start time and end 15 minutes after the last candidate's finish time, with assignments agreed in advance.

Training and Development

Mandatory training on JCQ requirements is required (e-learning) as well as Safeguarding and Health & Safety training which will be renewed annually and/or prior to each season.

Person Specification

Experience

Experience of working exams invigilation. Desirable

Specific Skills and Knowledge

An understanding of examination processes	Desirable
Effective oral/written communication skills	Essential
Good numeracy skills	Essential
Good IT/computer skills	Desirable

Personal Attributes

Flexibility and adaptability to work as part of a team and respond to situations in a calm, measured manner to support the wellbeing of pupils.	Essential
An inclusive approach to ensure that a positive pupil experience is at the heart of all that's done.	Essential
Accuracy and attention to detail	Essential
Ability to work under pressure and to tight deadlines	Essential
Utmost reliability and punctuality.	Essential