

## Invigilator job description

<b>Reporting to</b>	Exams officer	<b>Hourly pay rate</b>	£11.78 (inc. 15% holiday pay)
<b>Hours of work</b>	Seasonal (as and when required)		

### **Experience**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

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

### **Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and SJB instructions.
2. To play a key role in upholding the integrity of the examination/assessment process

### **Before exams**

- ▶ To report to and be briefed by the exams officer prior to each exam session
- ▶ To keep confidential exam papers and materials secure before, during and after exams
- ▶ To ensure exam rooms are set out according to the instructions
- ▶ To admit candidates into exam rooms
- ▶ To seat and instruct candidates in the conduct of their exams
- ▶ To distribute the correct exam papers and materials to candidates
- ▶ To deal with candidate queries

### **During exams**

- ▶ To supervise and observe candidates at all times and be vigilant throughout exams
- ▶ To keep disruption in exam rooms to a minimum
- ▶ To deal with emergencies or irregularities effectively
- ▶ To record/report any incidents, disruption or irregularities
- ▶ To complete attendance registers
- ▶ To deal with candidate questions according to the regulations

### **After exams**

- ▶ To instruct candidates in finishing their exams and to collect exam scripts
- ▶ To dismiss candidates from the exam room
- ▶ To check candidates' names on scripts match the details on the attendance register
- ▶ To securely return all exam scripts and exam materials to the exams officer

### **Other**

- ▶ To attend training, update 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 sessions
  - ▶ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - ▶ other exams-related administrative tasks