

Examination Invigilator

Job Description

Reporting to: Exams Manager

Hours of work: By negotiation

Main duties:

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Larkmead School instructions.
2. To play a “key role in upholding the integrity of the external examination/assessment process” [JCQ ICE 12.1]

In particular this includes the following responsibilities:

Before exams

- Report to the exams officer prior to each exam session
- Keep exam papers and materials secure before, during and after exams
- Ensure exam rooms are set out to standard
- Admit candidates into exam rooms
- Identify, seat, and instruct candidates in the conduct of their exams
- Distribute the correct exam papers and materials to candidates
- Deal with candidate queries
- Report student absentees to Student Services during exams

During exams

- Supervise candidates at all times, and be vigilant throughout exams
- Keep disruption to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any disruption or irregularities
- Deal with candidate queries

After exams

- Collect exam scripts and sort them into the order on the attendance register
- Dismiss candidates from the exam room
- “Check that the names on the scripts match exactly the details on the attendance register” [JCQ ICE 27.1]
- Securely return all exam scripts and exam materials to the exams officer

Other

- Attend training, refresher or review sessions as required
- Sign, and adhere to, an exams confidentiality agreement
- 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.
 - Exams-related administrative task

