



JOB DESCRIPTION

- JOB TITLE:** Examination Invigilator
- GRADE:** Hourly paid: £12 per hour plus holiday pay
- RESPONSIBLE TO:** Examinations Officer

RESPONSIBILITIES:

- Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.
- Help organise students at the start and end of each exam.
- Provide the correct information and material for successful completion of the exam.
- Ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied).
- Whilst not disrupting the candidates it is important to be vigilant, particularly regarding requests for additional paper, toilet breaks etc. (NB. remember students must be escorted during toilet breaks).
- If invigilators suspect malpractice is taking place they should refer the matter immediately to the Exams Officer. Please remember that unless the student has committed a clear breach of exam regulations (ie. ringing mobile phone), then the student should not be removed from the exam hall until a member of the exams department arrives.

MAIN DUTIES:

- It is the duty of invigilators to ensure correct exam procedure is being followed.
- At the start of an examination invigilators should ensure a calm entry into the room and ensure that candidates phones are switched off and placed in their bags. All bags are to be stored securely in an allocated place within the exam room.

- Attendance registers will be marked at the start of the examination, a member of the exams team will take responsibility for this.
- Starting and finishing times for exams should be displayed on the boards.
- If there is a disturbance to the exam, the invigilator should deal with the situation. However, another invigilator should take a note of the time the disturbance started and the time it finished so that a report can be submitted to the exam board. The exams office should be contacted immediately.
- Students may not leave an examination during the examination (unless escorted for exceptional reasons).
- At the end of examinations make sure answer booklets have been completed correctly, ensure question numbers have been entered in the appropriate box on the front of the answer booklets.
- Exam scripts need to be collected in order, by candidate number, a member of the exams team will advise collection procedures.
- In the event of any discrepancy or irregularity in the progress of an examination, a verbal report should be given to Exams Officer immediately.
- Invigilators should be familiar with the document 'Instructions for Conducting Examinations', which will be supplied and can be found on the JCQ website [HERE](#). If students breach these regulations a member of the exams team should be notified immediately.

Inspections

It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can walk in at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.