

EXAMINATIONS INVIGILATOR: JOB DESCRIPTION

Salary

£10 per hour

Line of responsibility

The examination invigilator will be directly responsible to the examinations officer.

Job purpose

The examination invigilator is responsible for:

- The invigilation of school and public examinations.
- The proper conduct of examination sessions in the presence of the candidates.
- Being vigilant and supervising candidates at all times to prevent cheating and distractions.
- Contributing to the overall ethos, work and aims of the school.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall be aware of information issued by examination board/s such as 'instructions for the conduct of examinations', 'checklist for invigilators', 'notice to candidates' and the 'warning to candidates'.
- S/he shall assist in the setting up of exam venues as per examination board requirements.
- S/he shall assist in the posting of coursework and examination papers as per examination board requirements.
- S/he shall assist in ensuring that examination papers and documentation are securely stored as per examination board requirements.
- S/he shall assist in the evacuation of the examination room in the case of emergency as per school and examination board policies and procedures.
- S/he shall report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- S/he shall give her/his whole attention to the proper conduct of the examination as per examination board and school requirements including the following points:

- To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined.
- To warn candidates that any unauthorised materials must be handed in.
- To ensure that only authorised persons are allowed access to the exam room.
- To ensure that each candidate in the examination room can be observed by an invigilator at all times.
- To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour.
- To summon assistance as required and without disturbing candidates in order to deal with unexpected situations such as:
 - Candidates who need to leave the room temporarily (must be accompanied by a member of staff).
 - Candidates in need of medical attention.
 - Concern regarding unusual activity or materials.
- To inform candidates when they have five minutes remaining and to stop writing at the end of the examination.
- To collect all scripts, question papers and unused stationery before candidates leave the examination room.
- To ensure that staff do not remove question papers from the examination room until the end of the examination session.

Administrative

- S/he shall ensure that all administrative duties, checks and documentation are completed.

General

- S/he shall attend relevant meetings and training sessions as required.
- S/he shall keep abreast of developments and changes in fields relevant to the role.

• Acknowledged and agreed by: _____ (signature)

• Date: