



## JOB DESCRIPTION – Exam Invigilator

### Core Purpose

To provide invigilation supervision during Public Examinations

### Responsible to:-

**Examinations Officer – Assistant Exams Officer - Headteacher**

### Main Tasks/Responsibilities

1. To assist in the preparation of the Exam Hall
2. To ensure that the room meets JCQ (Joint Council for Qualifications) requirements (copy available in all exam venues)
3. To ensure that candidates are escorted into the exam hall in an appropriate manner
4. To ensure candidates are aware they are under exam conditions, retrieving mobile phones and any other unauthorised material as directed by the Senior Invigilator
5. To record start and finishing times of exams
6. To assist with the distribution of exam papers and any other authorised materials to candidates
7. To ensure the attendance register is completed
8. To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss (see regulations concerning late candidates)
9. To supervise candidates in a quiet and unobtrusive manner
10. To respond to candidates' queries **in accordance with the exam regulations**
11. To supervise any candidates who may need to leave the room **in accordance with exam regulations**
12. To supervise 'clash' candidates between exams if required
13. To distribute additional paper/equipment as required
14. To ensure that efficient timekeeping is maintained
15. To collect scripts in attendance register order as directed by the Senior Invigilator
16. To ensure exam conditions are maintained until candidates are dismissed from room
17. To check that nothing has been left at the desk and no graffiti has been made during the exam
18. To ensure, alongside Senior Invigilator that the exam room is left in good order ready for the next exam.