



Examinations Invigilator Job Description

Name:	
Salary:	Grade 2
Hours:	Zero hours contract (During exam season - term time only)
Location:	Oriell High School Maidenbower Lane Maidenbower Crawley West Sussex RH10 7XW
Responsible to:	Examinations Officer Lead Invigilator

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

Job Purpose

- To invigilate school examinations and ensure that the guidelines and regulations for the integrity and security of the examination papers and procedures are followed during all examination sessions, thus ensuring that all candidates have an equal opportunity to demonstrate their abilities.

Main Duties and Responsibilities

- To arrive at the nominated venue at least 30 minutes prior to the scheduled examination start time.
- To be familiar with the Awarding Bodies Regulations (as laid down by the current version of JCQ Instructions for Conducting Examinations Booklet) and to be familiar with school Policies regarding the conduct of the examinations.
- To ensure that candidates comply with Awarding Body and school regulations at all times and to formally and promptly report any breach of those regulations to the Lead Invigilator/Examinations Officer.
- To collect examination papers and required materials from the Examinations Officer.
- To assist with the distribution of papers and to ensure that all candidates are supplied with the requisite examination paper/s and materials.

- To give your full attention to observing candidates during the examination by being vigilant, but not intrusive, throughout the period of an examination.
- To respond and act promptly to pupils seeking assistance. (e.g. requests for extra paper, dropped pencils, need for water, tissues, adjustment to uneven desks, answering queries etc.)
- To observe all pupils to prevent possible malpractice. To ensure that they are not making eye contact with other candidates or communicating in any way with each other.
- On the instruction of the Lead Invigilator, to collect in scripts and examination materials at the end of the stated time allowed, including question papers, candidate number slips and other borrowed equipment, whilst still ensuring that candidates observe exam conditions, i.e. remain in silence, and have no communication of any kind with one another until after being dismissed.
- To maintain the security and confidentiality of examination papers and or/ candidate scripts before, during and after every exam.
- To act in a professional manner and always maintain school confidentiality.
- To attend training update meetings as required.
- To undertake other duties as may be reasonably be required, commensurate with the post at the place of work.
- To be fully committed as a member of a team.

General Information

- To share in the corporate responsibility for the wellbeing and discipline of the students attending the school.
- To follow a mutually agreed programme of continuing professional development.
- Any other duties as may be reasonably requested by the Headteacher, Examinations Officer /Lead Invigilator to reflect the changing needs and circumstances as the school develops.