



INVIGILATOR JOB DESCRIPTION

Reporting to: Exams Office

Responsibilities:

To ensure a calm and orderly environment in the exam room to give candidates the best possible opportunity to be successful in their exams by:

- i Assisting with the orderly arrival of students into the exam room;
- ii To assist in providing the correct information and materials for the exam;
- iii To ensure that the exams take place within the guidelines and regulations set down by the JCQ (copies of relevant documents will be supplied);
- iv To be vigilant throughout the exam, without disrupting the candidates;
- v To refer to the Exams Officer if malpractice is suspected, who should in turn refer the matter immediately to the deputy head/headteacher.

Main duties:

- i Before the start of the exam, invigilators should ensure that all mobile phones/watches etc are switched off and left in bags/coats at the back of the exam hall and that candidates sit at the correct desk, confirming candidate exam numbers as necessary;
- ii Distribute question papers to students as instructed at invigilator briefing;
- iv As necessary, assist students who arrive late in accordance with the agreed procedure;
- v In the event of a disturbance during the exam, an experienced invigilator should deal with the situation and complete the log on the reverse of the seating plan/incident log, reporting the incident to the Exams Officer;
- vi Students may not leave an exam before the scheduled finish time, including to visit the toilet (unless there are exceptional reasons, when they must be escorted out and back into the exam room and a note made of the times leaving and returning to the exam room);
- vii At the end of an exam, ensure that the front of exam papers/answer booklets have been completed with the correct information;
- viii Collect up completed exam papers/answer booklets in candidate exam number order, as instructed at the invigilator briefing;
- ix In the event of any discrepancy/irregularity during an exam, a verbal report should be given to the Exams Officer immediately;



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VANDYKE UPPER SCHOOL

Responsible, Respectful, Resilient. World Ready.

Headteacher: Mrs L Ferguson-Moore

T: 01525 636700

E: office@vandyke.org.uk

W: www.vandyke.beds.sch.uk

- x If requested to supervise a 'clash candidate', ensure that there is no communication between students;
- xi Supervise students leaving the exam hall, ensuring tables/chairs are in place for the next exam and that the room is tidy.

Personal qualities:

Good team member and able to work on own initiative

Calm and organised

Be confident and able to communicate with staff and students

Hours required:

Exams are held throughout the year and may be held in a number of different rooms and can be paper or screen-based.

Start times for morning exams are 8:30am and afternoon exams 12.30pm.

Training:

Full initial and ongoing training is provided for all invigilators.

Pay:

£13.26 per hour as at September 2026

For further information, please contact Charlotte Ayling in the Exams Office (01525 636706, exams@vandyke.cbeds.co.uk).

Vandyke Upper School is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check is required for all invigilators.

September 2026



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Registered Office: Vandyke Upper School, Vandyke Road, Leighton Buzzard, Bedfordshire, LU7 3DY

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