



## Job Description

**Post:** Examinations Invigilator

**Reporting to:** Examinations Officer/Deputy Examinations Officer

### Role Purpose:

To ensure the fair and proper conduct of examinations in a calm environment to give the candidates the best possible opportunity to be successful in their exams.

Assisting the examination team as directed by the Deputy Examinations Officer.

### Role Tasks:

To support the Examinations Officer and Deputy Examinations Officer as required before, during and after examinations. This activity may include:

- assisting with setting up examination venues with stationery, equipment and examination papers in accordance with strict procedures.
- set up laptops for candidate use (word processing) in examinations
- set up and supervision of on-screen examinations
- closely following and enforcing exam procedures and regulations.
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- ensuring that candidates do not talk once inside examination venues.
- invigilating during examinations, referring queries raised by candidates to the Lead Invigilator along with any examination irregularities in accordance with procedures.
- checking attendance during examinations.
- reporting details of late arrivals to the Lead Invigilator.
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues.
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures.
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- able and willing to make announcements to high volumes of students.
- scribing or reading for students.

**Principal:** Mr Leon Lima

Glenmoor & Winton Academies  
Beswick Avenue  
Bournemouth  
Dorset  
BH10 4EX  
t: 01202 527 818

e: [info@glenmoorandwinton.org.uk](mailto:info@glenmoorandwinton.org.uk)

w: [glenmoorandwinton.org.uk](http://glenmoorandwinton.org.uk)

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- lead invigilation is a potential part of role, if required by the Examinations Officer and Deputy Examinations Officer.

## Inspections

All 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 it is important that we abide by all exam regulations.

## Safeguarding

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people

## General Responsibilities

- Contribute to the overall ethos / work aims of the Academies
- Provide a courteous reception to staff, young people and visitors
- Help to foster and enhance strong links with local, national and global business and education providers to support and develop opportunities for the Academies
- Participate in training and other learning activities as required
- Undertake relevant training as required to support the functions of the post and to enhance personal development which will include annual and periodic online training
- Attend meetings, training as and when required
- Undertake any other duties as specified by the Principal

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