

## Job Profile & Person Specification – Exam Invigilator

Last reviewed: March 2026

### Job Profile

<b>Line Manager:</b>	Exams & Data Manager
<b>Key Relationships:</b>	School leadership team, Exams officer, Lead Exam Invigilator and other Exam Invigilators
<b>Location:</b>	St Andrew the Apostle School

### Core purpose

- Preparing for and carrying out the invigilation of examination in accordance with awarding body regulations.
- Carrying out exams related tasks as directed by the Lead invigilator and Examinations Officer.

### Key Responsibilities (all staff)

- To support the Examination Officer in ensuring that the exam room meets awarding body requirements.
- To maintain the security of the exam both before and after the exam
- To assist the Lead Invigilator in ensuring that students are provided with the correct papers, materials and equipment to carry out the exam.
- To check students as they enter exam room, ensuring that they are silent and removing any unauthorised materials.
- To assist students who require help or additional equipment during the exam.
- To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- To ensure candidates are supervised throughout the whole time the exam is in progress.
- To be vigilant and refer all incidents of suspected malpractice to the Lead Invigilator.
- To be aware of the emergency evacuation procedures and be prepared to assist the Lead Invigilator in carrying out these procedures in the event of an emergency.
- To ensure that students do not leave the room during an exam, unless they are escorted out for exceptional reasons (e.g. illness)
- At the end of the exam, to collect exam scripts in order, checking that students have filled in the correct details on the front of their papers.
- Demonstrate familiarity with the document 'Instructions for the Conduct of Examinations' (which will be supplied). If students breach these regulations a member of the Exams Office should be notified immediately.
- Invigilators may also be required to work in a small room or one to one with students and carry out the following additional duties:
  - Make announcement to candidates at the start and finish of the exam
  - Ensure that the correct information (e.g. start and end times, centre number) is displayed clearly on the board so that it can be seen by all students in the exam room
  - Provide access arrangements (e.g. scribing, reading) to those students who qualify

## Other responsibilities (all staff)

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEND Code of Practice as well as general staff procedures
- Contribute to the overall ethos, vision and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required

## Other information (all staff)

- The successful applicant will need to undergo a DBS check
- Hours of work will be required by the Examinations Officer and will include the Summer examination series and November/December/February/March mocks. There is a requirement to undergo a short period of training (around 3 Hours) prior to beginning the role.