



With grace and humility, glorify the Lord by your life

Examination Invigilator Job Description

Line Manager: Examinations Officer

Job Summary

To support the aims and ethos of the school by providing an efficient and effective examination service

Roles & Responsibilities

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process
- In alignment with the guidance set in Keeping Children Safe in Education (2024) and Working Together to Safeguard Children (December 2023), be fully committed to establishing and maintain safe, supportive and positive relationships with all students, ensuring their well-being and development in a secure and nurturing environment
- Consistently uphold The Holy Spirit MAC Staff Code of Conduct and ensure adherence to safeguarding protocols and procedures to protect children, as outline in the St Thomas More Catholic Academy Child Protection and Safeguarding Policy

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - a. centre supervision of exam timetable clash candidates between exam sessions
 - b. facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - c. other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The holder is expected to carry out the professional duties of the post as circumstances may require, under the reasonable direction of the Principal.

The Holy Spirit Catholic MAC is an organisation where safeguarding is our prime importance and we are stringent in our approaches to making sure all our children and adults are kept safe and well cared for. We will only appoint staff who can demonstrate that they share this commitment and who can take responsibility for the wellbeing of all children within all of our schools.