

JOB DESCRIPTION – Lead Exams Invigilator

Job Title:	Lead Exams Invigilator
Salary:	£13.70 per hour, excluding holiday pay
Hours of work:	By negotiation
Responsible to:	Examinations Officer

An ideal candidate will:

- be flexible, with reasonable availability (8:30 start for morning exams, which normally last 2-3 hours, and 13:00 for afternoon exams, similarly lasting 2-3 hours, with thus varying finish times)
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

Main duties

- To ensure that examinations are conducted in accordance with the Joint Council for Qualifications (JCQ), awarding body and site-specific instructions
- To ensure the security of the examination materials before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failures

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers

- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
To securely return all exam scripts and exam materials to the exams officer

Other

- To attend invigilator training, update or review sessions as required.
- Safeguarding and Prevent Training.
- To undertake, where required and where able, other duties requested by the exams officer, for example
- supervision of exam timetable clash candidates between exam sessions
- facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks

