

Job Description

Exam Invigilator



Hours of Work: Casual; agreed on an individual basis for each exam series

Pattern of Work: The main exam periods are December, March and May/June. Working mornings are from approximately 8.15am, and working afternoons from approximately 1pm. Some exams do run beyond the end of the school day. Invigilators need to be available for at least 5 half-days per week

Reporting to: Exams Officer

Invigilators to work in examination rooms under the direction of an experienced invigilator or the Examinations Officer, to whom you should report any concerns or departure from the requirements listed below.

Responsibilities:

Arrangements in the Examination Room.

- Assist with the distribution of any candidate seating/information labels and assist with the organisation of candidates outside the room so they enter in the correct set order.
- Assist with the distribution of any question and answer booklets that can be given out before the candidates enter.
- Assist with the opening and distribution of packets of questions papers and any other additional answer sheets as appropriate.
- Set up laptops that may be required by some students.

Before the Examination when the candidates are admitted to the room.

- Assist with checking that candidates entering the examination hall only have the appropriate and allowed equipment with them.
- Collect any unauthorised materials, dictionaries, calculators and mobile phones, that are not allowed in the examination.
- Help check that candidates have the correct paper and complete the details on the front of the answer book correctly.

During the Examination.

- Help to ensure candidates are supervised carefully **at all times** to prevent malpractice, distractions and any communication. Do not give any information to candidates about: Suspected errors on the question papers, unless an erratum has been issued or any question on the paper or the requirements for answering particular questions.
- Help to ensure no candidate leaves the examination hall without permission during the examination time. Be prepared to accompany any candidate who needs to leave the room temporarily.
- Help ensure that no question paper is removed from the examination room until the end of the examination.
- Invigilators are expected to patrol the room at all times – no other work or reading can be carried out.
- Help to complete registers and seating plans, as required.

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After the Examination.

- Help to ensure that all scripts and unused stationery have been collected before candidates leave the examination room.
- Help to ensure that all scripts are organised in candidate number order as on the Attendance List.
- If necessary be prepared to help other Invigilators/Exams Officer to complete any task to conclude the examination.
- Print work that has been completed on a laptop, as necessary; clear laptop memory
- Print work from USB sticks where required; clear USB sticks

An invigilator may be asked to supervise an examination where a small number of candidates are working away from the main examination room or where there is a reader or scribe being used.