



Teign School

Job Description Invigilator

Salary	£14.44 per hour
Responsible to	Examinations Officer
Hours of work	Casual basis – hours and dates are negotiable
Revision	November 2025

Main Purpose of the Post

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Teign School regulations and instructions, and to have a key role in upholding the integrity and security of the examination/assessment process.

Duties and responsibilities:

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
 - centre 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)
 - home invigilation of candidates unable to attend the school. (full introduction beforehand/ a guardian would be present at the time)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
 - Trust Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974), Food Safety Act 1990 and subsequent Health and Safety legislation
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Signed		Signed	
	Headteacher		Postholder
Date		Date	
