



## **EXAMINATIONS INVIGILATOR JOB DESCRIPTION**

**Responsible to:** Examinations Officer

**Job Purpose:**

- To provide invigilation for internal and external examinations

**Key Processes:**

- To assist examinations officer to prepare examination room to JCQ requirements
- To ensure that examination regulations are adhered to and report any malpractice to examinations officer.
- To respond to candidate enquiries in line with JCQ regulations
- To supervise candidates
- To announce the start and finish time of examination and issuing of instructions to candidates
- To complete examination registers and absence sheets
- To collect examination papers at the end of examination and return them under secure conditions to the examinations officer

*This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the Schools pre-employment checks.*