



Role Description Examination Invigilator

Department/Section: Examinations **Pay Range:** £13.23 p.h. (Inc. Outer Fringe)
Contract Type: Casual Worker **Reporting to:** Examinations Officer/SLT for Exams

Main purpose

1. Under the direction of the Examinations Officer to provide support to the examination process.
2. To ensure the fair and proper conduct of examinations/ tests according to the school's/ examination board's rules, in an environment that enables pupils to perform at their best.
3. Supports the successful administration of examinations in the school as part of a small team of invigilators.
4. Work arises in line with examination schedules linked to curriculum being followed.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

1. To support the Exams Officer/ Examinations team and other staff with the day-to-day operation of examination venues.
2. Invigilate the examination, including dealing with examination irregularities.
3. Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures.
4. Communicate examination procedures to pupils and oversee behaviour.
5. Respond to pupil requests during the examination.
6. Ensure no unauthorised material is consulted.
7. Escort candidates from the location during the examination, such as for toilet breaks.
8. Maintain candidate attendance and absence records.

In addition, specific responsibilities may include (but is not limited to):

1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.
2. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
3. Ensuring that candidates do not talk once inside the examination venue.
4. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
5. Checking attendance during examinations.
6. Recording details early leavers and collecting their scripts.
7. Escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue.
8. Collecting and collating scripts at the end of the examination in accordance with strict procedures.
9. Assisting with the preparation of script envelopes.



10. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation.
11. Ensuring that candidates leave venues in an orderly and quiet manner.

Health and Safety:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
2. Promote the safety and wellbeing of pupils.
3. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe examinations environment.

Working with colleagues and other relevant professionals:

1. Develop effective professional relationships with colleagues.
2. Ability to be a proactive team player with JCQ requirements for examinations as a priority.
3. Ability to team-teach and share responsibilities.
4. Develop effective professional relationship with colleagues.
5. To assist the Examinations team with other examination processes (with reasonable adjustments where required), including (but not limited to):
 - a. packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
 - b. preparation of seating plans;
 - c. delivering scripts to departmental and school offices.

Management of staff and resources:

1. Works under the direction of the Exams Officer and in cooperation with other staff.
2. Supports pupils in using basic ICT.
3. Where appropriate, direct, supervise and provide support to support colleagues assigned to them.

Professional development:

1. Undergoes CPD suggested and offered by the Exams Officer.
2. Attend training including INSET sessions as advised.
3. Take part in mandatory and recommended training and development including but not limited to Safeguarding, Prevent and other training.

Communication:

1. Communicate effectively with pupils and colleagues to fulfil safety and regulatory responsibilities.
2. Communicates effectively with pupils, including those with SEND and their teachers.
3. Models and encourages acceptable behaviour.
4. Exchanges information with relevant staff.

Other:

1. The post holder must be committed to the safeguarding and welfare of all pupils.
2. This post is subject to an enhanced Disclosure and Barring Service check

2 March 2026