

JOB DESCRIPTION

Job title	Exam Invigilator
Grade	C1 / C2
Responsible to	Exams Officer
Responsible for	N/A
Effective from	October 2026

Summit Learning Trust Mission Statement

Strength through Endeavour
Ambition through Challenge
Excellence through Diversity

Job Purpose:

To support the school/college in the effective delivery and supervision of examinations, ensuring all learners have equal opportunity to demonstrate their abilities in a fair and secure environment, in line with the rules and regulations set by the Joint Council for Qualifications (JCQ).

Key Responsibilities:

Before exams

- To report to and be briefed by the Exams Officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to requirements
- To admit candidates into exam rooms under formal exam conditions
- To fully brief candidates to ensure that they are made fully aware of exam conditions before the exam commences
- To collect any mobile phones, smart watches or other unauthorised devices, storing safely, ensuring that these devices are not accessed at any time whilst an exam is taking place
- To identify and seat candidates
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries
- To start exams

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 attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations
- 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
- To supervise any candidates who may need to leave the room in accordance with the exam 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
- To return any mobile phones, smart watches or other unauthorised devices to the rightful owner

Data Protection and Safeguarding

- Work within the requirements of GDPR at all times
- Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all learners are protected from potential harm

General

- Confirm availability in advance of main exam periods and be readily available
- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
- The post-holder will be expected to undertake any appropriate training provided by our Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>
- The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by:	
Date:	