

Job Description

Exam Invigilator

Salary: Grade 3 (3)

Hours: Casual

Reports to: Exams Officer



Core Purpose:

To ensure the fair and proper conduct of examinations/tests according to RDUTC and examinations boards rules, in an environment that enables candidates to perform at their best.

Main Responsibilities:

All schools are required to run examinations and tests in accordance with an examination board's / JCQ's rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise.

- Supervise the candidate's entry into the examination venue
- Ensure correct identification of all candidates
- Invigilate the examination/test
- Respond to candidate requests during the examination
- Ensure no unauthorised material is consulted
- Escort candidates from the location during the examination, such as toilet breaks
- Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health & safety emergencies
- Communicate examination procedures and conditions to pupils clearly and oversee behaviour
- Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions
- Notify candidates of the start and finish times of the examination
- Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures
- Distribute additional paper and equipment as required
- Collect examinations papers from the candidates at the end of the examination
- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
- Ensure the candidate attendance and absence records are completed accurately
- Ensure the accurate timing of the examination
- To work with colleagues and others to maintain health, safety and welfare within the working environment.