



Exam Invigilator

Job Description

Purpose of the job

Exam Invigilators oversee examination processes, ensuring a secure and fair environment for candidates. The role is vital in maintaining the integrity of the examination system.

Reporting to

Exams Officer

Main responsibilities

- Prepare examination rooms by ensuring appropriate seating arrangements, materials, and exam papers are in place.
- Check candidate identification and ensure they are seated in accordance with the seating plan.
- Deliver clear instructions to candidates regarding exam procedures, including start and finish times.
- Monitor candidates throughout the examination to ensure compliance with regulations.
- Respond promptly to any queries from candidates within the scope of the invigilator's responsibilities.
- Identify and address any instances of malpractice or irregular behaviour, reporting such incidents according to protocol.
- Ensure exam conditions are maintained by preventing disruptions and safeguarding exam materials.
- Collect, organize, and submit completed examination papers in accordance with institutional guidelines.
- Accurately complete and file attendance records and incident reports where required.

The role requires standing for extended periods and active observation of candidates. Flexible working hours may be required, including mornings, afternoons, and occasional evenings.

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment.
 - promoting and safeguarding students' wellbeing.
 - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

¹Person Specification

Qualifications and experience		Essential	Desirable
1	Strong organisational skills and attention to detail.	✓	
2	Excellent communication skills with the ability to deliver clear instructions.	✓	
3	Ability to remain calm and assertive under pressure.	✓	
4	Strong time management skills and reliability.	✓	
5	Must be able to adhere to strict confidentiality standards.	✓	
6	Works effectively with colleagues and other adults within the wider community	✓	
7	Appropriate role models of behaviour both in classroom and around the Academy	✓	
8	Excellent communication skills with the ability to deliver clear instructions.	✓	
9	Previous experience in invigilation or educational settings is advantageous but not required.		✓

Last review date: March 2026