



The Clarendon Academy

Aspire to Excellence

JOB DESCRIPTION

EXAM INVIGILATOR

Job Title	Exam Invigilator
Scale	Grade B
Hours of Work	As required; specifically from May – June 2017 Internal exams may be scheduled in addition to the above.
Job Purpose	To ensure fair conduct of all exams, making sure that exam regulations are adhered to and that students are able to achieve their full potential by completing their examinations.
Responsible to:	Examinations Manager
Responsible for:	Ensuring that the correct JCQ procedures relating to examinations are adhered to.
General Tasks	<p>To set out the individual candidate labels according to the seating plan and hand out question papers, answer booklets and other essential equipment, to ensure a prompt start.</p> <p>To ensure the exam room has been prepared in accordance with statutory requirements.</p> <p>To ensure that students enter the exam hall in an orderly fashion, in accordance with regulations and to minimise delays to the start of exams; assisting candidates in finding their correct seats and papers.</p> <p>If necessary, to issue the instructions to candidates at the beginning of the exam (eg regarding exam duration, any erratum notices, reminders of regulations etc) starting exams when confident that all candidates are aware of the rules and their tasks.</p> <p>Once the exam has started, to monitor the room vigilantly ensuring no rules are broken (such as communication, illegal equipment etc) and that candidates have all they need. To hand out additional paper, stationery, treasury tags etc. To report any major problems to the Exams Officer or other designated person.</p>

To escort students from the exam room if necessary (due to illness, for supervised breaks or lunches, toilet breaks etc) thus ensuring that no rules are compromised, whilst looking after the welfare of candidates. At the end of the exam, to ensure that students have completed the front of their booklets, collect papers and spare equipment and to make sure that exam regulations are still obeyed.

Assist, when necessary, in dismissing students from the exam room in an orderly manner ensuring the room is left in order.

To collate, when necessary, completed exam papers into the correct order completing attendance registers required by the exam board.

To package up papers for dispatch to the exam boards for marking and to assist the examinations officer with any additional paperwork.

Other Duties

Invigilators may be required to perform other duties than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify a re-evaluation of the post. Where a permanent and substantial change in the duties and responsibilities occurs then the post would be eligible for re-evaluation.

March 2017