

JOB OUTLINE

JOB TITLE: Examination Invigilator

GRADE: Casual grade

RESPONSIBLE TO: Examinations Officer

RESPONSIBILITIES:

- Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.
- Help organise students at the start and end of each exam.
- Provide the correct information and material for successful completion of the exams.
- Ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied).
- Whilst not disrupting the candidates it is important to be vigilant at all times during the exam.
- If invigilators suspect malpractice is taking place they should refer the matter immediately to the Exams Officer. An Exam Incident log should also be completed giving full details of the suspected malpractice.

MAIN DUTIES:

- It is the duty of invigilators to ensure correct exam procedure is being followed at all times.
- At the start of an examination invigilators should collect in phones/watches/web enabled devices or ensure they are securely in the students bag.
- Ensure a calm entry into the room
- Before the students arrive, the Invigilator's should decide what role they will play before and after the exam.
- One Invigilator in each room must take responsibility for the attendance register. This is to ensure all candidates are present and in the correct seat, as per the seating plan. A double check should be done after half an hour to check for students who have arrived late.
- Starting and finishing times for exams should be displayed on the board at the front of the venue.
- If there is a disturbance during the exam, the invigilator should deal with the situation. However, another invigilator should take a note of the time the disturbance started and the time it finished so that a report can be submitted to the exam board. The exams office should be contacted immediately.

- Students may not leave an examination during the examination (unless escorted, and only for exceptional reasons).
- During the exam, the invigilators should remain vigilant and patrol the room at regular intervals.
- At the end of examinations make sure answer booklets have been completed correctly, with their personal details and ensure question numbers have been entered in the appropriate box on the front of the answer booklets.
- Exam papers need to be collected in order by candidate number, the Exam Officer will advise the correct procedure.
- In the event of any discrepancy or irregularity in the progress of an examination, an incident report should be completed and given to Exams Officer immediately.
- Invigilators should be familiar with the document 'Instructions for Conducting Examinations' (which will be supplied). If students breach these regulations, the Exam Officer should be notified immediately.

Inspections

It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can walk in at anytime. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.

Availability

Exams take place in November, January, February and April till June each year. You would expect you to be available at all of the above times of year to ensure the school meets the JCQ regulations on the ratio of Invigilators to Students.

Training

Full training will be provided and an annual update session will also be provided to go through the updates to the JCQ ICE. It is expected that all invigilators attend training sessions to ensure they are fully aware of the latest guidelines.