

Queen Elizabeth's Grammar, Alford

A Selective Academy



JOB DESCRIPTION – EXAM INVIGILATOR

RESPONSIBLE TO: EXAMINATIONS OFFICER & ASSISTANT HEADTEACHER (BA)

JOB PURPOSE

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process (JCQ definition).

The JCQ details the invigilator's role as:

- Ensuring all candidates have an equal opportunity to demonstrate their abilities.
- Ensuring the security of the examination before, during and after the examination.
- Preventing possible candidate malpractice.
- Preventing possible administrative failures.
- Liaising with the examination officer and senior invigilator.

MAIN REQUIREMENTS OF THE POST

The duties and responsibilities of an Exam Invigilator (working under the guidance and in conjunction with the Examinations Officer) will include the following:

- To uphold the integrity of the internal and external examinations/assessment process in accordance with the JCQ regulations.
- To ensure the exam room is adequately prepared including completing JCQ documentation.
- To give all their attention to conducting the examinations/assessments in line with examination regulations and school policies.
- To supervise candidates in a quiet and unobtrusive manner in accordance with the examination regulations.
- To ensure students enter the examination room in accordance with the examination regulations and enable them to find their allocated seats quietly and efficiently.
- To accurately distribute examination papers, associated materials and equipment at the beginning of the examination and collect them at the end and ensure that they are returned promptly to the Exams Office.
- Respond to candidates' non-curricular queries in accordance with examination regulations.

Last reviewed March 2021

To be reviewed September 2024 by Senior Leadership Team



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- Escorting and supervising any candidates who may need to leave the examination room in an emergency.
- Assisting in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
- Ensuring that any minor behaviour issues are dealt with in line with school policy.
- Reporting any breaches of examination code of conduct to the supervising teacher/invigator/examinations officer immediately.
- Ensuring that the examination room is clear and tidied for the next session and that equipment is fully stocked.
- To start and finish the examinations with the script provided ensuring candidates check they have the correct paper in front of them and all details are completed on time.
- Ensure that you are aware of JCQ 'ICE' regulations and school exam procedures supplied in each examination room.

The postholder may be asked to do other duties within the general scope of the job, but any duties and responsibilities outside the general scope of the post will be required only with the agreement of the postholder.

