



Invigilator job description

Reporting to	Exams Manager	Hourly pay rate	£8.80
Hours of work	By negotiation during May and June and any other exam period during the year.		

Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms
- be punctual and have excellent attention to detail
- be able to work as part of a team

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and St Peter & St Paul Catholic Voluntary Academy instructions.
2. To play a key role in upholding the integrity of the examination process

Before exams

- To report to and be briefed by the Exams Manager prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - supervision of clash candidates between exam sessions