



Job Description: Exam Invigilator

Responsible to: Examinations and MIS Manager; Senior Examinations and MIS Administrator

Salary: Grade 2 – Casual hours according to the need of the exam season

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 exam.
- 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, particularly regarding requests for additional paper, toilet breaks etc. (NB remember students must be escorted during toilet breaks.)
- If invigilators suspect malpractice is taking place they should refer the matter to the lead invigilator who should in turn refer the matter immediately to (Named staff). Please remember that unless the student has committed a clear breach of exam regulations (i.e. ringing mobile phone), then the student should not be removed from the exam hall until a member of the exams department arrives.

Main Duties:

- One person will be nominated as lead invigilator for each session. It is their duty to ensure correct exam procedure is being followed and invigilators are supported/advised.
- At the start of an examination one invigilator should act as 'doorperson'. That person should check ID cards as students enter the hall and make sure that no bags are brought in.
- Attendance registers should be marked 30 minutes after the start of the examination. The lead invigilator or a member of the exams team will take responsibility for this.

- Starting and finishing times for exams should be displayed on the boards.
- If there is a disturbance to the exam, the lead 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 first hour or last half hour of an examination. (unless escorted for exceptional reasons, always check with the lead invigilator).
- At the end of examinations make sure answer booklets have been completed correctly, ensure question numbers have been entered in the appropriate box on the front of the answer booklets.
- Exam scripts need to be collected in order, by candidate number, a member of the exams team will advise collection procedures.
- In the event of any discrepancy or irregularity in the progress of an examination, a verbal report should be given to Exams Office Administrator immediately.
- Invigilators should be familiar with the document 'Guidelines to Students sitting Public Examinations' (which will be supplied). If students breach these regulations a member of the exams team 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.