

Examination Invigilator Job Description



Job Title:	Examination Invigilators
Grade/Salary Scale:	Salary range Grade 3 SCP 4 £13.78 per hour including holiday pay.
Reports to:	Examinations and Data Officer
Hours of Work:	Flexible (as and when required)
Months:	May and June, plus other assessment periods Days Monday – Friday Hours between 8.00am - 5.30pm

Core Purpose

To provide efficient and effective invigilation supervising candidates in Examinations.

Main Responsibilities

- To distribute and collect examination papers/scripts/materials from candidates
- To prepare the examination room
- To ensure that the examination room is conducive to examination conditions and minimise distractions
- To supervise the entry and exit of candidates to and from the examination room
- To ensure that examinations begin and end on time as scheduled
- To be vigilant during the examination, in order to prevent any malpractices
- To report any malpractices or problems to the Qualifications, Data and Routines Manager
- To complete general administrative duties as directed by the Qualifications, Data and Routines Manager
- To deal with emergency situations e.g. student illness, fire alarm etc.
- To deal sensitively with candidates who have special arrangements
- To be familiar with and adhere to the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications
- To be available to work flexibly in ensuring that examination processes are completed at the end of each examination
- Any other reasonable duties designated by the Principal

All job descriptions to be reviewed annually as part of the staff development process.

This post will require the holder to maintain confidentiality inside and outside the workplace.