



## DEPARTMENT: Examinations Officer

## JOB TITLE: Exam Invigilator

**DATE: February 2025**

### Hours of work

The main examination season is in May and June, however, there will be other examinations requiring invigilators at other times during the academic year - November, December, January, and March. Hours and days will vary according to need and will normally be within school hours.

### The role of the Invigilator

To ensure that examinations are conducted according to the regulations to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination materials before, during and after the examination.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.

### General Requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.
- Invigilators are required to:
  - Declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
  - Confirm their availability in advance of main examination periods.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood, and will be always followed.

### Main Duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and Great Marlow School's regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

### Before Examinations:

- Report to, and be briefed by, the exams officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal examination conditions.
- Give full attention to conducting the examinations properly.
- Identify candidates and seat candidates according to the required arrangements.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate queries.
- Start exams.

**During Examinations:**

- Always supervise and observe candidates and be vigilant throughout examinations.
- Keep disturbance in examination rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents of disturbance, disruption or irregularities.
- Complete attendance registers.
- Deal with candidate questions according to the regulations.

**After Examinations:**

- Instruct candidates in finishing their examinations and collect examination scripts and materials.
- Dismiss candidates from the examination room.
- Check candidate names on scripts, match the details on the attendance register.
- Securely return all examination scripts and materials to the exams officer.

**Other Tasks**

- Undertake invigilation and safeguarding training (prior to invigilating any external examination in a new academic year). Undertake relevant invigilator and safeguarding training for that academic year.
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - Centre supervision of examination timetable clash candidates between examination sessions.
  - Facilitating access arrangements for candidates (full training will be provided).
  - Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.

**An ideal candidate will:**

- Be reliable, flexible, and readily available during main examination periods.
- Have effective communication skills and good interpersonal skills.
- Work well as part of a team.
- Be confident and a reassuring presence to candidates in examination rooms.
- Be able to give instructions and manage situations involving different groups of people.
- Have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations.

To undertake any further duties reasonably requested by the Headteacher or his/her representatives.