



JOB DESCRIPTION

Title: Exam Invigilator

Hours: Casual

Responsible to: Exams Officer

Job Purpose

To provide an efficient and effective invigilation support service to the School and ensure the integrity of its examinations.

Supervision of students, responsible for confidential documentation and information relating to students and assessment records. Security of exam papers/scripts, equipment and stationery.

Main Duties

1. To collect examination papers and associated documentation and equipment from the Exams Office and ensure they are kept secure at all times.
2. To prepare the exam room ensuring the Joint Council for Qualifications (JCQ) and awarding body requirements are met.
3. To greet and guide students to their seats appropriately.
4. To announce regulations at the beginning of each exam and ensure they are strictly adhered to.
5. To distribute the correct exam papers and answer booklets to each student in the exam room.
6. To undertake student identification checks for each student and complete attendance registers, seating plans and other invigilation documentation.
7. To be vigilant in the exam room at all times and alert the exams officer immediately to any irregularities or malpractice and complete the invigilators report.

8. To ensure all scripts and exams stationery are collected and checked at the end of each exam.
9. To return scripts and associated documentation and equipment to the Exams office immediately after the exam has finished.
10. To carry out any additional duties, as required by the Exams Officer or his/her nominated exams staff.
11. To co-operate with School management in all Health and Safety matters and to take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or omissions at work.

General Duties

Throughout the A level exams session in May and June, morning sessions start at 9am and afternoon sessions start at 1pm unless otherwise stated. Invigilators will need to be available at least 30 minutes before the session start time.

The length of a session can vary.

You may be required to travel to any of the sites that the School uses for exams including at the University of Exeter.

Additional Duties:

- Promote a working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- Be responsible for safeguarding and promoting the welfare of students.
- Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work.