

**KELMSCOTT SCHOOL**

**JOB DESCRIPTION**

**Post: Exams Invigilator**

**Hours: Flexible, as required during exam series**

**Salary: £12.00 per hour**

**Responsible to: Examinations Officer**

**Job Purpose**

* To ensure the fair and proper conduct of examinations in an environment that enables a student to perform to the best of their ability.
* To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Kelmscott School instructions.
* To play a “key role in upholding the integrity of the external examination/assessment process” [JCQ ICE 21]

**Main Duties**

Before exams

1. To report to the Exams Officer prior to each exam session
2. To keep exam papers and materials secure before, during and after exams
3. To ensure exam rooms and surroundings are set out to standard
4. To admit candidates into exam rooms
5. To identify, seat, and instruct candidates in the conduct of their exams
6. To distribute the correct exam papers and materials to candidates
7. To deal with candidate queries

During exams

1. To supervise candidates at all times and be vigilant throughout exams
2. Ensure that candidates are aware of the start and finishing times of examinations
3. Record details of late arrivals
4. To keep disruption to a minimum
5. To deal with emergencies or irregularities effectively
6. Report any breach of examination rules to the Lead Exams Officer immediately
7. To record/report any disruption or irregularities
8. To deal with candidate queries
9. Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times.

After exams

1. To collect exam scripts
2. Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner.
3. To dismiss candidates from the exam room
4. To securely return all exam scripts and exam materials to the Exams Officer

Miscellaneous

1. To attend training, refresher or review sessions as required
2. To undertake, where required and where able, other duties requested by the Exams Officer, for example:
   1. Supervision of clash candidates between exam sessions
   2. Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
   3. Exams-related administrative tasks