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# HORNCHURCH

## HIGH SCHOOL

EXCELLENCE FOR ALL

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### Job Profile – Exam Invigilator

**Grade:** Scale 1 Point 3.0

**Reports to:** Exam Officer

#### Main duties

To conduct examinations in accordance with JCQ, awarding body and school instructions. Ensure the integrity and security of the examinations. (The main exam period is May and June but we also have mock exams at other times of the year)

#### **Before exams**

- To sign in at reception on arrival and report to the exam venue: morning exams arrival 8:15, afternoon exams arrival 12:45. Most exams are 1 hr 30 mins but additional time has to be considered for entry and collection of papers.
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out to standard
- To assist in admitting candidates into exam rooms
- To check and distribute the correct exam papers and materials to candidates
- To deal with candidate queries

#### **During exams**

- To supervise candidates at all times and be vigilant throughout exams; monitoring the security of the exam and ensuring students are engaged in the exam and following exam regulations. This requires walking up and down the rows.
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively – Exam Officer available via Mobile
- To record/report any irregularities to Exam Officer
- To note the time of any late candidate on the seat plan and notify the Exam Officer
- To deal with candidate queries
- Scribe/Read if required

#### **After exams**

- To collect exam scripts in number order
- To dismiss candidates from the exam room once all the scripts and exam materials have been collected.
- To return exam scripts and other materials to the Exam Officer

*November 2022*

