



# Examinations Invigilator Job Description



**Job Title:** Examinations Invigilator

**Responsible to:** Examinations Officer

**Grade:** 2

**Role purpose:** To work as part of the Examination Team to ensure the correct running of external examinations.

## Roles and Responsibilities:

### Invigilator Duties

1. Reporting to the Examinations Office at least 30 minutes before the examination is due to start and collect the regulations, necessary papers and candidate name cards.
2. Preparing the examination room, including laying out the candidate name cards according to the Examination Officers guidance.
3. Supervising areas in close proximity to the examination room(s) and admitting the candidates into the room in a quiet orderly way.
4. Registering the candidates present in the room and following up any absence.
5. Conducting the examination in accordance with Joint Council requirements.
6. Being constantly vigilant when the examination is running (do not undertake any other task as this would be a distraction).
7. Assisting with the collection of examination papers and the clearance of the room at the end of the examination, including the dismissal of students in a quiet orderly way.
8. Assisting with the supervision of students between examinations or preparing for oral examinations.

### Other

1. This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to help the post holder undertake this new/varied work.

### Decisions Made

1. The majority of decisions expected of this post are taken within established procedures, practices and routines. The post holder is expected to deal with variations from the accepted pattern, missing documentation or other unusual aspects and, if appropriate, bring the matter to the attention of the staff.
2. The post holder is expected to recommend procedures and routines in order to establish consistency, where appropriate liaising with the Examinations Officer.

### Working Arrangements

1. The actual timing of the hours will vary each academic year depending on the examination timetables. Examinations are usually scheduled in November, January, February, May and June. It is expected that the post holder would be available to work in the morning from 8.30am to 12.30pm and in the afternoons 1pm to 4.30pm. A minimum of 2 hours will be paid for each session worked.
2. A mandatory, annual training session will be held in October which is a requirement of the Joint Council for Qualifications (JCQ)