



## **Invigilator – Job Description**

An Invigilator undertakes the duties of invigilation for the external assessment of National Qualifications, in accordance with SQA policy and procedure.

These activities will be under the direction of the Chief Invigilator (CI).

### **Outline of Duties**

- Attend an Invigilator training session prior to the examination cycle.
- Support the CI with the secure storage and management of external assessments during the examination cycle, ensuring compliance with SQA security requirements.
- Carry out invigilation duties as requested by the CI and ensure that external assessments, including those for Assessment Arrangements candidates, are conducted in accordance with SQA policy and procedures.
- Assist with the collation of candidates' external assessment material on completion of the external assessment.
- Report any irregularities in the conduct of an external assessment or concerning matters arising during the course of an external assessment, to the CI.
- Accurately record sessions worked throughout the examination period and submit claims to the CI for authorisation.

The successful candidates must:

- have internet access, basic IT skills and a personal email address
- be suitable to work within an education environment
- be physically able to undertake the duties of the role
- not be an employee of the centre or associated with the centre
- live within easy reach of the centre - in rural areas this should be no more than 5 miles from the School
- be available for the full duration of the exam dates (Monday, 28 April-Friday, 30 May).

**Any exceptions to these requirements must be approved in advance by SQA.**

Please note that this role requires PVG registration, and no contracts will be confirmed until registration is approved.

### **How to Apply**

Candidates should send a CV to [recruitment@hutchesons.org](mailto:recruitment@hutchesons.org)

The closing date for applications is Friday, 4 April 2025.