

PRIORY SCHOOL, SHREWSBURY
JOB DESCRIPTION – Exam Invigilator

Job Spec: Part time during GCSE and Internal Exams

Contract: permanent

Term: Casual

Salary: £ 9.56 per hour

PURPOSE OF THE JOB

Experience

Experience preferred, although training will be provided.

The ideal candidate will:-

- Be flexible
- Have effective communication skills
- Be a confident and reassuring presence to candidates in exam rooms

Main Duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Examinations Officer instructions.
2. To play a “Key Role” in upholding the integrity of the external examination/assessment process (JCQ ICE 6)

Before Exams

- To report to the Examinations Officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat and instruct candidates in the conduct of their exams
- To 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
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After Exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To “check that the names on the scripts match exactly the details on the attendance register (JCQ ICE 6)
- To securely return all exam scripts and exam materials to the exams officer.

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example:-
 - Supervision of clash candidates between exam sessions

- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Exams-related administrative tasks

Signed _____ Date _____
Line Manager

Signed _____ Date _____
Employee