

## JOB DESCRIPTION EXAM INVIGILATOR



**Salary:** £8.49 per hour  
**Hours:** As required

### Job Purpose:

- To provide and maintain efficient examination procedures.
- To ensure that each student achieves their full potential during an examination.
- All members of the Invigilation Team should maintain effective relationships and collaboration with all members of Hartshill School to ensure the efficient organisation and effectiveness of the school.

### Description of Duties and Responsibilities:

- 1 Invigilators should arrive 30 minutes before each public examination start time to help in the distribution of papers and materials.
- 2 Invigilators must report to the Examinations Officer, establish the examination venue they will be invigilating and collect any specific instructions.
- 3 On entering the examination room they are invigilating they must sign in on the 'Invigilators Signing in Sheet'. Similarly, the invigilator must sign out of the exam room on the same sheet at the end of each session.
- 4 Invigilators may take their coats and valuables with them. Mobile phones **must** be switched off.
- 5 Invigilators in the examination room should wear their Hartshill name badges at all times.
- 6 Invigilators will be placed in designated areas while students enter the examination room to ensure that students enter in silence. Bags and coats are placed in the changing rooms of the Sports Hall or Gym or at the front of any other examination room before students take their seats; candidates must carry this out without conversation.
- 7 A designated invigilator will ask for all mobile phones to be handed in at the entrance of an Examination room.
- 8 An invigilator will take a register of students present from a seating plan as directed by the Examinations Officer.
- 9 Each examination has a specific set of roles and responsibilities for invigilators and these should be read before each examination.
- 10 The invigilator will ensure that once in the exam room, students move to and sit in their designated seats. The seating plan will be provided by the Examinations Officer.
- 11 The designated invigilators should ensure that absent students are recorded on the attendance sheet and the list is taken to attendance who will telephone students not present.
- 12 Should a student be present before the examination begins, but have no designated seat, contact the Examinations Officer.
- 13 Silence must be maintained while students are in the examination room, even when papers have been collected in at the end of the examination.
- 14 The designated invigilator will read instructions to candidates from the examination paper, without elaboration, announce the time available for the examination and then instruct the candidates that they may begin.
- 15 Once the examination has started the responsibility for the conduct of the session is in the hands of the invigilators. Each invigilator will have been nominated specific responsibilities for the session.
- 16 Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- 17 Ensure that late arrivals are dealt with quietly and calmly following the guidance in JCQ Instructions for the Conduct of Examinations.
- 18 To ensure the optimum working conditions for our candidates, invigilators should limit conversations to those which are pertinent to the smooth running of the examination.
- 19 Invigilators should ensure that candidates have clear pencil cases, writing equipment and other equipment as specified on the paper. Particular care should be taken during the non-calculator paper to ensure students do not have access to calculators.
- 20 Invigilators should ensure that candidates face the front at all times and must not make any form of communication with other students in the room.
- 21 The designated invigilator must enter the examination subject title, start and finish times on the notice board in a place where all candidates can see it.

- 22 During the examination, invigilators should take care not to disturb students by continuously pacing up and down or by remaining standing by any one candidate or wear noisy footwear.
- 23 Invigilators should not talk during the examination other than to arrange essential examination business.
- 24 Invigilators must give candidates their undivided attention.
- 25 Invigilators must not eat or drink in the examination room or leave the room unless there is an emergency situation and correct procedures should be followed.
- 26 Invigilators may read a word to students but not explain its meaning. (No help may be given in any English exams).
- 27 Any candidate needing to visit the toilet, in an emergency, should be escorted to the toilet entrance by an invigilator. Do not enter the toilets with students. Candidates requesting to go to the toilet should only be allowed if it is a real emergency or if a student is very ill.
- 28 Students finishing the examination early will not be allowed to leave the examination room and must wait to be dismissed with everyone else.
- 29 In the event of a misdemeanour from a student, the invigilator should cause minimum disruption to other students and make a note of the student's name. Further misbehaviour will lead to the students' removal from the examination and possible cancellation of their papers. At the end of the examination, the student should be kept behind and the seriousness of the situation explained. A list of such students should be given to the Examinations Officer who will take further action as needed.
- 30 Should a student become ill suddenly, escort the student to the entrance hall and / or seek medical advice from reception. Inform the Examinations Officer who will advise on examination procedures.
- 31 In the event of an emergency, wait for further instructions from the Examinations Officer and / or a member of the Senior Leadership Team. Evacuate the hall using the fire doors. Leave papers on the desk. Inform students that they will not be going to the field at the front of school as usual, but because of the examination they must go to the tennis courts and line up in single file. Take seating plans and list of absentees with you and register the students on the tennis courts. Students are to remain silent and walk in single file. Report relevant details regarding completeness of evacuation in area or if anyone is missing to the Vice Principal at the front of the field.
- 32 In the event of uncertainty regarding procedure, ask the Examinations Officer or refer to the JCQ Instructions for conducting examinations available at the front of each examination room.
- 33 At the end of the examination, students must remain silent until outside the building. Students will be dismissed one row at a time.
- 34 All students should remain in the exam room until dismissed, even if they have finished. Students with extra time can leave at the published end time or at the end of the extra time awarded but not in between.
- 35 The invigilator must collect in papers in appropriate order, as indicated by the Examinations Officer.
- 36 The invigilator should ensure that papers are collected in and passed on to the Examinations Officer. They should not be given to anyone else.
- 37 Invigilators may be asked to help organise the papers before despatch during large public examinations.
- 38 Invigilators should complete a non-teaching claim form.
- 39 Training will be provided annually.

AND any other duties which are within the scope and spirit of the job purpose, the title of the post and its grading. This job description is not a comprehensive definition of the post. It will be reviewed at regular intervals and may be subject to modification or amendment at any time, after consultation.

*SUPERVISING OFFICER:* Miss Charlotte Swaby

A full description and guidance for conduct is provided in the booklet entitled *Instructions for the Conduct of Examinations* published by the Joint Council for Qualifications. Invigilators must be fully familiar with the contents of this document.

NB If you have any queries relating to your job description please consult your supervising officer in the first instance.