

RUSHCLIFFE SCHOOL

Job Description

Post: Examination Invigilator

Responsible to: Examinations Officer

Core purpose of the role

To help ensure examinations are conducted in a calm environment which gives candidates the opportunity to perform to the best of their ability and within the guidelines set out by the Joint Council for Qualifications.

Duties and responsibilities

- Assisting with setting up the examination room such as laying out stationery, equipment and examination papers in accordance with regulations.
- Assisting candidates when they arrive at the exam room prior to the start of the examination where appropriate.
- Ensuring no inappropriate or prohibited items are brought into the examination room, such as mobile phones, electronic devices, revision notes or other paperwork in accordance with the requirements of the examination taking place.
- Ensuring candidates follow the regulations as laid out in the examination guidelines.
- Ensuring candidates remain silent once seated.
- Remaining vigilant whilst not disrupting the candidates.
- Dealing with any discrepancies or irregularities during an examination in line with JCQ guidelines, consulting with the Examinations Office as appropriate.
- Referring any instances of suspected malpractice to the Examinations Office.
- Maintaining accurate records including the completion of attendance registers and recording details of late arrivals and early leavers.
- Ensuring that any appropriate Exam Access Arrangement entitlements are provided to the student.
- Escorting candidates from the room during examinations if necessary ensuring examination regulations are observed at all times.
- Collecting and collating scripts at the end of an examination in accordance with guidelines.

- Supervising candidates leaving the room in an orderly and quiet manner at the end of an examination, ensuring equipment and stationery are not removed without authorisation.
- Maintaining security and confidentiality where appropriate in matters relating to the content of examination papers and the conduct or circumstances of staff and/or candidates.
- Signing the centre's Invigilator Confidentiality Declaration.
- Complying with any other request from the Examinations Office not specified in the job description, which may be reasonably regarded as within the nature and responsibilities of the post.
- To undergo all necessary safeguarding training as determined by the school and to follow all safeguarding policies and procedures.
- Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.
- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities.