



Examination Invigilator Job Description

Main Purpose:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

Specific Duties:

To support the Exams Officer with the day-to-day operation of examination venues. This activity may include:

- assisting with setting up examination venues by laying out stationary, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- assisting candidates prior to the start of examination by directing them to their seats and advising them about possessions permitted in examination venues;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside the examination venue;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner;
- ensuring that the Subject Leader has completed a seating plan and attendance register before they leave the examination venue;
- supervising candidates over lunchtime.

To assist the Examination Officer with other examination processes. This activity may include:

- assisting staff taking examination papers and stationary (which may be heavy) to and from examination venues;
- sorting exam scripts into attendance register order;
- sorting candidate cards into candidate number order;
- packing up exam papers for dispatch;
- taking exam parcels to reception for collection;
- any other duties.