

## MARK RUTHERFORD SCHOOL

### EXAMINATION INVIGILATOR JOB DESCRIPTION

**JOB TITLE:** Examination Invigilator

**Scale:** Scale 2a at £9.62 per hour

**Hours:** By Arrangement

**RESPONSIBLE TO:** Examinations Manager

**JOB PURPOSE:** To ensure that examinations are conducted in accordance to the JCQ requirements, in an environment that enables a student to perform at their best.

#### **Main duties and responsibilities:**

- Preparation of examination venues; laying out equipment & examination papers in accordance with JCQ Regulations.
- To follow and enforce examination procedures and regulations.
- Assist candidates prior to the start of examinations, by directing them to their seats and advising them what equipment is permitted in an exam room.
- Ensure candidates remain silent once they enter the examination room.
- To monitor candidates within examination room. Answering candidate queries and being vigilant for the occurrence of malpractice. Invigilators should be unobtrusive, a silent presence in the room.
- Completing attendance registers, seating plans and paperwork relating to examination dispensations.
- To ensure that candidates with examination dispensations are able to access them.
- Escorting candidates from venues during an examination and supervising candidates outside the examination venue, for example in the event of illness, supervised rest break, toilet break or fire evacuation.
- Collecting and collating scripts at the end of the examination.
- Supervising candidates leaving examination rooms, ensuring they leave in an orderly and quiet manner.
- Assisting with the movement of examination papers and equipment to and from the examination room as appropriate.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

**November 2020**