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## **JOB DESCRIPTION**

### **Examination Invigilator**

**South Tyneside Living Wage £8.25ph**

**Casual contract**

#### **Key focus**

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

#### **Responsibilities of an examination invigilator**

- To assist in the setting up of examination rooms, ensuring they meet the JCQ requirements
- To manage candidate entry into the examination room in an appropriate manner
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, mp3 players, revision notes or other paperwork unless told otherwise
- To ensure candidates adhere the regulations of an examination room as laid out in the JCQ guidelines
- To ensure all candidates receive appropriate examination question papers and answer paper
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure all candidates are seated before opening the question papers
- To record attendance on the official examination registers
- To be aware of any needs that candidates may have during an examination
- To maintain security and confidentiality
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To report malpractice or suspected malpractice to the Examinations Officer immediately
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams office
- To ensure examination conditions are maintained until candidates are dismissed and have left the examination room
- To sign the centre's confidentiality declaration
- To assist in other activities as may reasonably be requested by the centre from time to time



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**PERSON SPECIFICATION**

**Examination Invigilator**

<b>Experience</b>	Previous experience of working in a school environment would be beneficial. All exam invigilators will be required to undertake full training for this position
<b>Practical Skills</b>	<p>Good numeracy and literacy skills</p> <p>Effective written and oral skills</p> <p>To have good communication skills</p>
<b>Personal Qualities &amp; Attributes:</b>	<p>Required to work on a supply basis</p> <ul style="list-style-type: none"> <li>• To be reliable and punctual</li> <li>• To have a polite, friendly and flexible approach to work</li> <li>• To follow instructions</li> <li>• Excellent organisational skills</li> <li>• Ability to work under pressure</li> <li>• Accuracy and attention to detail</li> <li>• Ability to work on own initiative and problem-solve</li> <li>• Ability to relate to candidates yet maintain an air of authority</li> <li>• Ability to communicate with candidates and members of staff clearly and accurately</li> <li>• Effective oral and written communication skills</li> <li>• Ability to work to predetermined instructions</li> <li>• Ability to work as part of a team or alone as necessary</li> <li>• Ability to keep calm under pressure or during unexpected circumstances</li> <li>• Ability to judge when a decision is not yours to make</li> <li>• Ability to be firm but fair at all times</li> <li>• Tactful and understands confidentiality</li> <li>• Common sense and initiative</li> <li>• Keen to undertake training and develop skills</li> <li>• Committed to equal opportunities</li> </ul>