

# JOB DESCRIPTION – EXAMINATION INVIGILATOR



**REPORTS TO:** Lead Examination Invigilator  
**START DATE:** Summer term 2025  
**SALARY:** £14.37 per hour, includes holiday pay  
Zero Hours Contract

## KEY RESPONSIBILITIES

### Job definition and purpose

An Invigilator is responsible for supervising the main examinations, maintaining proper conduct, in accordance with the exam regulations.

- To supervise examinations, working in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination session.
- To safeguard the health, safety and welfare of pupils in the examination room.
- To ensure equal opportunities and accessibility of examinations are available to all candidates.

An invigilator would be expected to be available at the key examination times of the year;

- Summer term – May to end of June
- Mock exams – varies according to need
- Other times according to exam requirements

Hours of work will be notified in advance by the Examinations Officer.

### Main Responsibilities

#### Before the Exam

To assist in setting up of the examination room and ensure it meets the necessary requirements.

- Ensure all papers are stored securely in the examination room and that no adults or students have access to them;
- Ensure the room is accessible to all students, including those with any form of disability;
- Ensure stationery lists and any subject-specific instructions issued by the awarding body are available;
- Ensure the Exam room check list has been done and signed off before the start of each exam;
- Ensure the whiteboard shows all necessary information relating to the exam;

- Check that you know where the *JCQ Instructions for Conducting Examinations* is kept;
- Assisting in setting out candidates' examination cards in accordance with the seating plan;
- Ensure you aware of candidates eligible for extra time and where those students are sitting;
- Ensure candidates have the correct paper.
- Be aware of evacuation procedures and ensure the invigilators on duty understand these.

### **During the Exam**

- Ensure candidates enter the exam room in silence and all unauthorised materials are handed over before they enter the room e.g. mobile phones;
- Inform candidates they are under examination conditions and ensure these are maintained until the examination is finished and students are dismissed from the room;
- Read the announcement to candidates from the Invigilation Handbook, as well as any erratum notices and ensure candidates are aware of evacuation procedures;
- Notify the Examinations Officer of any absentees from the register as quickly as possible;
- Maintain efficient time-keeping, ensuring these are accurately recorded on the whiteboard, including timings for candidates who are late or are allowed extra time;
- Ensure candidates' queries are responded to in accordance with examination regulations;
- Notify Examinations Officer if a candidate raises a concern or problem regarding the examination paper;
- Notify the Examinations Officer immediately should there be any concerns over behaviour, malpractice or other issues;
- Supervise late candidates; ensuring they are briefed, seated and can commence the exam with minimum fuss;
- Supervise any students who may need to leave the room during the exam in accordance with the examination regulations;
- Ensure the incident log is completed by the invigilation team should something happen during the exam or a student leaves the room i.e. toilet break.

### **After the Exam**

- Organise the collection of papers from the Lead Invigilator, as directed in the Invigilation handbook;
- Ensure that all candidates are dismissed in an orderly fashion and in accordance with examination regulations and school procedures, with as little disturbance as possible to other students who may still be working;
- Organise the return of any mobile phones etc. to candidates in accordance with school procedures;
- Arrange for the sorting of papers into candidate number order by subject/tier and ensure there are no missing scripts;
- Maintain security of scripts by ensuring they are not left unattended at any time and they are safely delivered to the Examinations Officer at the end of the exam;
- Ensure the examination room is left in a tidy state ready for the start of the next examination.

### **Decisions**

- Work is carried out within clearly defined policies and procedures; advice on any queries should be sought from Examinations Officer or Senior Leadership Team.

### **Work Environment**

- Examinations are set within clearly defined deadlines and rules; the post-holder is unlikely to be dealing with conflicting priorities.
- Periods of 2-3 hours sitting, standing and walking around examination room.

- Carrying of stationery boxes, examination papers and related items which may be heavy.

### **Knowledge and Skills**

- Post-holder should be literate and numerate and educated to at least GCSE standard.
- Ideally the post-holder will have experience of supervising groups of pupils

### **Training**

- Welcome meeting which includes safeguarding training with our Designated Safeguarding Lead
- Examination Invigilator training is online and is directed by the Exams Officer

### **General**

- The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- The post-holder is required to carry out duties in accordance with school policies and procedures at all times.



# PERSON SPECIFICATION – EXAMINATION INVIGILATOR

## **QUALIFICATION CRITERIA**

- Right to work in UK
- Post-holder should be literate and numerate and educated to at least GCSE standard, 5 GCSE at Grade C or above, including Mathematics and English (or level 2 qualifications)

## **EXPERIENCE**

- Experience of Invigilation.

## **SPECIFIC SKILLS**

- Ability to work with minimal supervision
- Ability to follow written procedures to carry out tasks
- Awareness of data protection issues
- Attention to detail

## **PERSONAL CHARACTERISTICS**

- High level of security and confidentiality awareness
- Possess integrity
- Are punctual and reliable
- Flexibility over working hours
- Be prepared to undergo an enhanced DBS check

## **OTHER**

- The post holder must be committed to the safeguarding and promoting the welfare of all pupils
- Have an Enhanced DBS check



# APPLICATION INFORMATION

## DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

## EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

## APPLICATIONS

Should you wish to have an informal discussion, please contact Mrs. Janet Neale, Examinations Officer on 01628 640150 or [careers@holyoportcollege.org.uk](mailto:careers@holyoportcollege.org.uk)

Applications should be returned by e-mail to [careers@holyoportcollege.org.uk](mailto:careers@holyoportcollege.org.uk).

Applications must contain the following:

- A fully completed Support Staff Application Form;
- A fully completed Recruitment Monitoring Form;
- A fully completed Equal Opportunities Form;

Applicants may also provide Curriculum Vitae to supplement information given in the Application Form.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for interview.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

The way we manage your personal data is set out in the College's Privacy Notice, available on the College website [www.holyportcollege.org.uk](http://www.holyportcollege.org.uk)