

JOB DESCRIPTION

JOB TITLE	Exam Invigilator
DEPARTMENT	Exams
REPORTING TO	Exams Officer
SUMMARY OF JOB ROLE To ensure that examinations are carried out in accordance with exam regulations and to provide candidates with a positive and supportive, yet strict exam experience. Invigilators are required throughout the year for internal and external examinations, with the busiest time being the summer term. The role requires excellent communication skills, flexibility, reliability and a good eye for detail.	
MAIN DUTIES	
1.	To prepare and assist the Exams Officer with the preparation of the exam hall and other exam rooms, ensuring rooms meet exam requirement.
2.	Assist with candidate entry into the room, set the tone and ensure students enter quietly and efficiently.
3.	To ensure that candidates are aware they are under exam conditions, retrieve mobile phones etc.
4.	Ensure that late candidates are briefed, seated and allowed to partake in the exam with minimum disruption.
5.	To open and distribute papers and other authorised materials to candidates and to ensure that candidates have the correct papers.
6.	Supervise candidates in quiet manner, respond to candidate queries in accordance with exam regulations and distribute additional paper/equipment as required.
7.	Notify candidates of the start and finish times of the exam and record these times.
8.	Ensure attendance register is completed.
9.	Be vigilant at all times during the exam.
10.	Collect all papers and associated materials at the end of each exam and ensure that there are no missing papers and safely deliver them to the Exam Officer.

11.	Arrive in plenty of time for the requested exam sessions.
12.	Understand the importance of safeguarding in education In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.
13.	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

PERSON SPECIFICATION

Please note, these are the criteria which will be considered as part of the selection process.

SKILLS AND ATTRIBUTES
• Strong administrative skills. • Effective communication skills. • Flexibility and reliability. • Ability to work on own initiative as well as being a good team player.

PREPARED BY	Exams Officer
DATE	February 2025

It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.

Job holder's signature: _____

Date: _____