



Job Description

Job Title	Lead Exam Invigilator		
Reporting to	Examinations Officer	Salary Range	£14.40 per hour

Purpose of Job

- To supervise a group of invigilators to oversee the smooth running of an exam room
- To act as the leader of the group to ensure that exams run in accordance with the published regulations

Main duties and Responsibilities

- To have a key role in upholding the integrity and security of the examination/assessment process
- To be conversant with the Joint Council for Qualifications (JCQ) exam requirements
- Ensuring that the exam room meets requirements (e.g., JCQ posters displayed; working clock visible to all students; exam information displayed)
- Ensuring that students are seated in the exam hall in an appropriate manner
- Ensuring that student identification is checked
- Ensuring students are aware they are under exam conditions
- Ensuring students do not have unauthorised materials or equipment (including mobile phones and MP3 players) in their possession. Removing and storing such equipment until after the end of the exam
- Ensuring that coats and bags are stored away from exam desks and are not accessible by students
- Ensuring pencil cases are clear see-through, removing those that do not conform. Checking that calculators and calculator cases do not contain unauthorised material. Ensuring that student drinks have labels removed from bottles
- Dealing with students not listed on the attendance register
- Ensuring that the correct exam papers are being used for the exam
- Distributing papers and any other authorised materials to candidates
- Reading erratum notices issued by the exam boards
- Notifying candidates of the start of the exam
- Recording start and finish times of exams to notice board
- Ensuring the attendance register is completed
- Ensuring late students are briefed, seated and allowed to partake in the exam with minimum fuss
- Ensuring the supervision of students is carried out in a quiet and unobtrusive manner
- Responding to students' and invigilator queries in accordance with exam regulations
- Distributing additional paper/equipment as required
- Notifying candidates that the exam has finished
- Ensuring exam conditions are maintained until candidates are dismissed from room
- Ensuring that the exam scripts are never left unattended, are sorted in attendance register order and returned to

the Examinations Officer immediately after the exam

- Ensuring that nothing has been left at the desk and no graffiti has been made during the exam

General

- Attend and participate in relevant meetings, training and other learning activities
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Be aware of access arrangements to ensure all students have opportunity to participate in examinations
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- To behave at all times in a manner that promotes the best interests of the school and treats others with respect
- Be responsible for own health and safety as well as that of colleagues, students and the public
- To carry out any other duties as directed by the Exams Officer in keeping with the nature and grade of the post
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- To support the policies and aims of Seven Kings School

Duties and responsibilities of the post may change over time as requirements and circumstances change.
The job description does not form part of the post holder's contract of employment