



Exam Invigilator Job Description

Main responsibilities:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Bodies and the Examinations Team instructions.
- To play a key role in upholding the integrity of the external examination/assessment process.

Before exams (under instruction), the Exams Invigilator will:

- Report to and be briefed by the Exams Officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with questions from candidates
- Start exams

During exams, the Exams Invigilator will:

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Deal with candidate questions according to the regulations
- Patrol through the examination venue throughout the examination in a discreet manner
- Inform the Senior Invigilator and/or the Exams Officer of any examination irregularities that may be observed during the examination
- Ensure that examination desks are clear of graffiti
- Escort students to and from the toilet, if required

After exams (under instruction), the Exams Invigilator will:

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts and match the details on the attendance register
- Securely return all exam scripts and exam materials to the Exams Officer
- Deal with questions from candidates.