

The role of the Exam Invigilator

Invigilators are required to ensure that exams are carried out according to the rules set out by the exam board and that allows each candidate to sit the exam in the same conditions as other candidates throughout the country.

General requirements

Experience of invigilation is not required as training in the role and duties of an invigilator will be provided

Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them

Invigilators are required to confirm their availability in advance of main exam periods

Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

An ideal candidate will:

be reliable, flexible and readily available during main exam periods

have effective communication skills and good interpersonal skills

work well as part of a team

be confident and a reassuring presence to candidates in exam rooms

be able to give instructions and manage situations involving different groups of people
have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] regulations and instructions

To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

Report to and be briefed by the Exams Officer prior to each exam session

Help with the setting up of the exam room

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 candidate questions

Start exams

During exams

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

Complete attendance registers

Deal with candidate questions according to the regulations

After exams

Instruct candidates in finishing their exams and collect exam scripts and exam materials

Dismiss candidates from the exam room

Check candidates' names on scripts, match the details on the attendance register

Securely return all exam scripts and exam materials to the exams officer

Assist with the collapsing of the exam rooms – including the tables and chairs

Other tasks

Undertake training, update and review sessions as required

Prior to invigilating any exam in a new academic year, undertake relevant online invigilator training and assessment for that academic year

Undertake, where required and where able, other duties requested by the exams officer, for example:

centre supervision of exam timetable clash candidates between exam sessions

facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)

other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Induction Training

Induction training will be given before the first exam and all invigilators must attend.

Hours of Work

Exam Invigilators are expected to report punctually for start. However, flexibility is essential and invigilators may be required to stay for additional time after the main examination has finished.

Employment Checks

We are committed to safeguarding children. Applicants must be willing to undergo an enhanced DBS and barred list check.