

Exam Invigilator – Job Description

Reporting to: Exams Officer

Responsibilities:

- Ensure a calm environment
- Help to organise students at the start and end of each exam
- Provide the correct information and material for the successful completion of the exam
- Ensure that the conduct of the exam takes place within the guidelines set down by JCQ
- Whilst not disrupting the candidates it is important to be vigilant
- Refer suspected malpractice to the Exams Officer

Main Duties:

- To ensure correct exam procedure is being followed
- Mark the attendance registers
- Display starting and finishing times for the exams on the boards
- Deal with any disturbances to the exam
- At the end of an exam ensure that answer booklets have been completed correctly
- Collect exam scripts in candidate number order
- Give a report in the event of any discrepancy or irregularity in the progress of an examination
- Be familiar with the document 'Guidelines to Students sitting Public Examinations'