



Invigilators Job Description

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

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Greatfields regulations and instructions as explained during the training.
2. To have a key role in upholding the integrity and security of the examination/assessment process
3. Support the Exams Officer and Lead Invigilator in with exams process.

Before exams

- Report to and be briefed by the exams officer, prior to each exam session
- Keep confidential exam question papers and materials secure during and after exams
- Support Exams Officer in ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal exam conditions, ensuring they are silent and removing any unauthorised materials.
- Identify candidates and seat candidates according to the required arrangements
- Assist the Lead Invigilator with the distribution of the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams
- To be aware of the emergency evacuation procedures and be prepared to assist the Lead Invigilator in carrying out these procedures in the event of an emergency

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 and report to Lead Invigilator
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations
- To ensure that students do not leave the room during an exam, unless they are escorted out for exceptional reasons (e.g. illness).

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Check candidates' names on scripts, match the details on the attendance register
- Dismiss candidates from the exam room
- Securely return all exam scripts and exam materials to the Lead Invigilator

Other tasks

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment each 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)