

# HOLYTRINITY CATHOLIC SCHOOL

## Exam Invigilator – Job Description

**Reporting to:** Exams Manager

### **Responsibilities:**

Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.

Help organise students at the start and end of each exam.

Provide the correct information and material for successful completion of the exam.

Ensure that the conduct of the exam takes place within the guidelines set down by JCQ. (Relevant documents will be supplied)

### **Main Duties:**

One person will be nominated as lead invigilator for each session. It is their duty to ensure the correct exam procedures are being followed and invigilators are supported/advised.

At the start of an examination one invigilator should act as 'doorperson'. That person should let students into the room at a steady pace, ensuring that silence is upheld when entering the room.

Attendance registers should be marked as soon as the examination has started. The lead invigilator will take responsibility for this.

Starting and finishing times for exams should be displayed on the boards.

If there is a disturbance to the exam, the lead invigilator should deal with the situation. However, another invigilator should take a note of the time the disturbance started and the time it finished so that a report can be submitted to the exam board. The Examinations Manager should be contacted immediately.

Students may not leave an examination during the examination unless it is an emergency.

At the end of examinations make sure answer booklets have been completed correctly, ensure question numbers have been entered in the appropriate box on the front of the answer booklets.

Exam scripts need to be collected in order, by candidate number. A nominated Invigilator will then take the scripts to the examination secure room where the Examinations Manager will organise the dispatch of scripts to the exam board.

Remaining invigilators should then either bring all the examinations equipment back to the examination secure room or ensure that everything required for the next examination session is ready.

Training sessions will be held once a year this is an integral part of your role

### **Inspections**

*It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can walk in at anytime. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.*