



FEARNHILL SCHOOL

Icknield Way ▪ Letchworth ▪ Herts ▪ SG6 4BA

Headteacher : Mr Tim Spencer BSc

Job Description: Exam Invigilator

1. **Title and Grade of Post:** Exam Invigilator
Rate £12.45 per hour

2. **General Professional responsibilities**
 - 2.1 To play a key role in upholding the integrity of the examination process.
 - 2.2 To be active in promoting the school's aims through delivering high standards.

3. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that documents, so far as is relevant to the post holder's title and salary grade.

4. **Relationships**
 - 4.1 The post holder is responsible and accountable to the Headteacher;
 - 4.2 The post holder reports to the Exams Manager;
 - 4.3 The post holder also interacts with other professional colleagues and should establish and maintain productive relations with them.

5. **Particular responsibilities**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Fearnhill School instructions.

Before exams

 - 5.1 To report to and be briefed by the Exams Manager and Exams Assistant prior to each exam session;
 - 5.2 To put up regulation notices and clocks in the examination rooms and pick up stationary boxes;
 - 5.3 To write the Centre number, date, examination titles and codes on the white board;
 - 5.4 To keep exam papers and materials secure before, during and after exams;
 - 5.5 To ensure exam rooms are set out according to the instructions;
 - 5.6 To identify, seat, and instruct candidates in the conduct of their exams;
 - 5.7 To distribute the correct exam papers and materials to candidates;
 - 5.8 To deal with candidate queries.

At the start of the Examination

 - 5.9 Ask if any candidate has a mobile phone on their person to hand it in immediately;
 - 5.10 Write examination times on the white board;
 - 5.11 Check for missing students and send the list of absent candidates to the Exams Officer immediately, so candidates can be contacted.

During exams

 - 5.12 Starting and finishing the examination in line with JCQ Guidelines, including late arrivals;
 - 5.13 If a candidate arrives late, contact the Exams Officer;
 - 5.14 To supervise candidates at all times and be vigilant throughout exams;
 - 5.15 If a candidate requests to leave the examination room for a bathroom break, they must be accompanied at all times;

- 5.16 To keep disruption in exam rooms to a minimum;
- 5.17 If suspicion arises that a candidate may be cheating in some way, speak to the Exams Officer and together then speak to the candidate;
- 5.18 To record/report any disruption or irregularities;
- 5.14 To deal with candidate queries.

After exams

- 5.19 To collect exam scripts in candidate order;
- 5.20 To dismiss candidates from the exam room;
- 5.21 To securely return all exam scripts and exam materials to the Exams Manager;
- 5.22 Take down no entry signs.

Other

- 5.23 To attend training, refresher or review sessions. Training is mandatory;
- 5.24 To undertake, where required and where able, other reasonable duties requested by the Exams Manager, for example;
- 5.25 Supervision of clash candidates between exam sessions;
- 5.26 Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided);
- 5.27 Exams-related administrative tasks.

This job description issued March 2024 may be amended at any time by agreement, but in any case will be reviewed annually.