



**EXAM INVIGILATOR
JOB DESCRIPTION**

Responsible to	Examinations Officer	Scale	Casual Contract - £11.82 per hour
Purpose	To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.		
Responsible for	<ul style="list-style-type: none"> • To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Kemnal Academies Trust instructions. • To play a key role in upholding the integrity of the examination/assessment process • To report to and be briefed by the Examinations Officer prior to each exam session • To keep confidential exam papers and materials secure before, during and after exams • To ensure exam rooms are set out according to the instructions • To admit candidates into exam rooms • To identify, seat, and instruct candidates in the conduct of their exams • To distribute the correct exam papers and materials to candidates • To deal with candidate queries • To supervise and observe candidates at all times and be vigilant throughout exams • To keep disruption in exam rooms to a minimum • To deal with emergencies or irregularities effectively • To record/report any incidents, disruption or irregularities • To complete attendance registers • To deal with candidate questions according to the regulations • To instruct candidates in finishing their exams and to collect exam scripts • To dismiss candidates from the exam room • To check candidates' names on scripts, match the details on the attendance register • To securely return all exam scripts and exam materials to the exams officer • To attend training, update or review sessions as required • To attend training, update or review sessions as required • To undertake, where required and where able, other duties requested by the exams officer, for example • To supervise clash candidates between exam sessions • To facilitate Access Arrangements for candidates, eg a reader, scribe etc. (full training will be provided) • To provide other exams-related administrative tasks 		

Discipline, Health and Safety	<ul style="list-style-type: none"> • Work in accordance with the guidelines set out in The Kemnal Academies Trust (TKAT) Health and Safety Policy. • To ensure that Keeping Children Safe In Education is read and adhered to
General Responsibilities	<ul style="list-style-type: none"> • Promote and uphold the College values of being Ambitious, Resilient and Considerate.
Signed/ date Head Teacher	Date
Signed/date Employee	Date