



## Carshalton Boys Sports College

Winchcombe Road  
Carshalton  
Surrey  
SM5 1RW

### Job Description

**Job Title:** Examination Invigilator

**Pay Scale:** £10.00 per hour (rising to £11 per hour after 2 years)

**Hours of Work:** AM or PM or all day sessions depending on the type and length of examinations taking place

### Job Purpose

To support the Exam Officer and exams team in the invigilation of examinations taking place throughout the academic year.

### Accountable to

Examinations Officer

### Key Responsibilities

- Supervise and invigilate internal and external tests and examinations.
- Ensure examinations are conducted in accordance with JCQ instructions and/or school requirements.

### Key Duties

#### Preparing the Exam Hall

- Ensure that the room meets JCQ requirements
- Laying out equipment for candidates

#### Starting the Exam

- Getting candidates into the exam hall in an appropriate manner and correctly seated.
- Ensure that candidates have correct papers.
- Ensure correct identification of all candidates.
- Ensure candidates are aware they are under exam conditions, retrieving mobile phones etc.

- Reading erratum notices.
- Open and distribute papers and any other authorised materials to candidates.
- Notify candidates of the start of the exam.
- Record start and finish times of exams.

#### During the Exam

- Ensure the attendance register is completed.
- Ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to candidates' queries in accordance with the exam regulations.
- Supervise any candidates who may need to leave the room in accordance with exam regulations. †
- Supervise 'clash' candidates between exams. †
- Distribute additional paper/equipment as required.
- Ensure that school policy is adhered to.

#### Finishing an Exam

- Ensuring that efficient timekeeping is maintained.
- Notify candidates that the exam has finished.
- Ensure exam conditions are maintained until candidates are dismissed from room.
- Collect scripts in attendance register order.
- Check that nothing has been left at the desk and no graffiti has been made during the exam.
- Ensure that scripts are never left unattended and are safely delivered to the Examinations Officer.
- May be asked to carry out administration duties within the exam office.

† *Providing that any necessary DBS checks have been carried out.*

#### **Person specification**

- Excellent organisational skills and attention to detail.
- Excellent oral and written communication skills.
- IT literate.
- Ability to relate to staff and students
- Physically fit (some carrying of boxes of papers will be required).
- Flexible in approach.
- Understanding of the need for confidentiality and integrity

**Additional Duties**

You maybe required to carry out additional duties, as the Examinations Officer may reasonably request from time to time.

**Equal Opportunities**

To ensure, that the spirit of the School policy is implemented.

**Important Information – Please Read**

In order to ensure that examination invigilation operates with all propriety, you will be obliged to declare if you are a relative or friend of any pupil who attends Carshalton Boys Sports College. You will be required to sign a declaration to that effect.

Signed:.....

Print Name: .....

Date:.....