



Carshalton Boys Sports College

Winchcombe Road
Carshalton
Surrey
SM5 1RW

Job Description

Job Title: Examination Invigilator

Pay Scale: £11.00 per hour
The role is subject to a 6-month review to ensure school procedures/policies are being met.

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:.....