

The Bemrose School Exams Invigilator Job Description

Managed by Examinations Officer

Hours of Work By negotiation and agreement during the National Public Examination Series and the Pre-Public Exam sessions set by The Bemrose School

Key Purpose

- The main purpose of the post is to support, enhance and contribute to the successful implementation of all examination series held within The Bemrose School.
- To promote and safeguard the welfare of pupils.

Job description

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) and awarding bodies published regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements set out by the JCQ or awarding body
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements set out by the JCQ or awarding body
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exam

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively

- Record/report any incidents, disruption or irregularities in accordance with the required arrangements set out by the JCQ or awarding body
- Complete attendance registers
- Deal with candidate questions according to the regulations set out by the JCQ or awarding body

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant invigilator training and assessment for that academic year
- Declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Carry out any other reasonable duties requested by the Exams Officer