

The James Hornsby School

JOB DESCRIPTION

Job Title	Examinations Invigilator
Responsible to	Examinations Manager/Assistant
Remuneration	£8.50 per hour (incl. Holiday pay)

Key Focus

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.

Duties & Responsibilities

- To report to the Examinations Manager 30 minutes prior to the commencement of the examination (or the agreed time) for which invigilation is being undertaken.
- To assist in the setting up of the examination room and checking that it is fit for purpose and in accordance with the Regulations.
- To ensure no inappropriate items are brought into the examination room, such as revision notes or other paperwork.
- To collect mobile phones, I Watches, personal stereos, ipods, MP3 players, etc and store securely for the duration of the examination.
- To ensure all candidates receive appropriate examination question papers and answer booklets, where applicable, and the appropriate stationery.
- To ensure that all candidates are aware of the pre-exam start information and of any erratum notice that may affect them.
- To maintain a rapid and customer-focused response to all problems/requests made during the examination, and report immediately to the Examinations Manager where necessary.
- To ensure that there is no talking or disruption for the candidates once an examination has begun.
- To maintain vigilance throughout the duration of the examination and ensure examinations are conducted in accordance with Awarding Body requirements.
- To collect and collate examination scripts (in candidate order) and question papers at the end of the examination and return immediately to the Examinations Manager.
- To perform any other duties as may reasonably be requested by the Centre from time to time.