

Exam Invigilator Job Description

Responsibilities:

- To ensure a calm environment which will give all students the best possible opportunity to be successful in their exams
- To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ
- To play a key role in upholding the integrity of the examination process

Main Duties:

- Ensure exam rooms are set out to standard
- Distribute the correct exam papers and materials to candidates
- Deal with candidate queries
- Supervise candidates and be vigilant at all times
- Deal with emergencies or irregularities effectively
- Record/report any disruptions or irregularities
- Collect exam scripts
- Securely return all exam scripts and exam materials to the exams officer

Personal Qualities:

- Effective communication skills and good command of written and spoken English
- Be confident and a reassuring presence to candidates within the exam room
- Good team member and also able to work on own initiative

Hours Required:

Exams take place at various times throughout the year. The main exam seasons at Thistley Hough Academy are November/December, February/March and May/June. Other ad-hoc exams may take place at any time. Exams take place during school hours with morning and/or afternoon sessions available.

Additional Information:

Experience is not required as full training will be provided.