

JOB DESCRIPTION FOR INVIGILATORS OF PUBLIC EXAMINATIONS

Invigilators are responsible for the correct running of external and internal examinations in the exam room. This is to include:

- Preparing the room, laying out candidate name cards using a seating plan as agreed with the Examinations Officer.
- Admitting candidates to the room in a quiet and orderly way.
- Conducting the exam according to the JCQ regulations
- Registering the candidates present in the room.
- Supervising students with clashes, required to be held in isolation over certain lunchtimes.
- Invigilators must be constantly vigilant when the exam is running and should not do any other task.
- Invigilators must ensure the security of the examination before, during and after the examination.
- Invigilators are provided with all regulations, necessary papers, candidate name cards and seating plan for each exam.
- Invigilators must have basic ICT skills as may be required to undertake administration tasks at certain times.

Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career.
Invigilators must be available during November, February, March, May & June.

The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.

Beckfoot Trust is committed to the protection and safety of its pupils and to equal opportunities for all. An enhanced DBS check will be done prior to you commencing employment.

This Centre requires invigilators to wear smart dress to promote a formal atmosphere within the exam room.

Janine Lunn-England
Examinations Officer

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