Exam Invigilator
Job Description and Person Specification

Job Title: Exam Invigilator

Hourly pay rate: £13.14 per hour

Hours of work: By negotiation and agreement during the Mock GCSE exam period 7 to 27 January 2026 and the GCSE period 5 May to 26 June 2026

Skills and experience

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

<u>Role and responsibilities</u>

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Shoreham College regulations and instructions

2. 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
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

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
- Complete attendance registers
- Deal with candidate questions according to the regulations

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

<u>Other tasks</u>

- Undertake relevant online invigilator training and assessment for that academic year

- Undertake, where required and where able, other duties requested by the Exams Officer, for example:
    - centre supervision of exam timetable clash candidates between exam sessions
    - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
    - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'