

# **Holy Family Catholic High School**



## **Exam Invigilator**

## **Job Description**

## Job Outline

<b>Department</b>	Education
<b>Division / Location</b>	Holy Family Catholic High School
<b>Title of Post</b>	Exam Invigilator
<b>Grade</b>	
<b>Responsible to</b>	Examinations Officer

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### Main purpose:

**To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.**

### Specific Duties:

**To support the Examination Officer with the day-to-day operation of examination venues. This activity may include:**

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

**To assist Examinations Officer with other examination processes. This activity may include:**

- assisting with the packing of examination papers, stationery (**sometimes heavy**) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with the preparation of seating plans;
- scribing for students with special needs.

### **At the start of the Exam**

- ◆ Ensure that candidates' bags and coats are left in the designated location and not next to or with the candidates
- ◆ Register candidates into their seats, as according to the seating plan
- ◆ Confirm the identity of the candidates
- ◆ Read regulations and procedures set out by the exam board to candidates
- ◆ Ask if any candidate has a mobile phone on their person to hand it in immediately
- ◆ Read subject specific instructions to candidates
- ◆ Open question papers in front of candidates
- ◆ Distribute question papers to candidates
- ◆ Ensure the correct papers are given to the correct candidates
- ◆ When the register has been taken, the list of absent candidates needs to be sent to reception immediately, so candidates can be contacted

### **During the Exam**

- ◆ Supervise all aspects of the exam and remaining vigilant throughout
- ◆ Complete the seating plan
- ◆ If a candidate arrives late, warn them that the exam board may not accept their script
- ◆ If a candidate requests to leave the exam room for a bathroom break, they must be accompanied at all times and name and time noted down on invigilation sheet
- ◆ If suspicion arises that a candidate may be cheating in some way, speak to the Senior Invigilator and together then speak to the candidate
- ◆ All instances must be recorded, including late arrivals, cheating, mobile phones etc.
- ◆ Ensure candidates stay for the full duration of the examination

### **At the end of the Exam**

- ◆ Ensure all scripts are collected in candidate order
- ◆ Collect all exam papers before candidates are allowed to leave the exam room
- ◆ Dismiss candidates one row at a time, after all scripts/answer booklets and question papers have been collected
- ◆ Return all scripts and exam material, boxes, notices, clocks to the Exam Officer.
- ◆ Scripts must NEVER be left unattended.

### **Employment Checks**

All invigilators must be Sefton DBS checked, with a valid certificate. All invigilators must also have a health check through Sefton Council.