



SANDHURST SCHOOL

JOB DESCRIPTION - EXAMS INVIGILATOR

Post: Exams Invigilator

Hours: Casual Contract during January, March, April, **May, June**, July and November

Reporting to: Examinations Officer

Experience

- ❖ Experience is not required, as training will be provided. Experience of working with young people will be an advantage. Applicants will be expected to undergo a satisfactory Enhanced DBS.

Main duties as part of the Invigilation Team

- ❖ To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Sandhurst School instructions and policies.
- ❖ To conduct PPEs (mocks) in accordance with JCQ and Sandhurst School instructions and policies.
- ❖ To play a key role in upholding the integrity of all examination/assessment processes

Liaison With

- ❖ The Exams Officer
- ❖ Lead Invigilator

Before exams

- ❖ To report to the Exams Officer 30 minutes prior to each exam session
- ❖ To keep exam papers and materials secure at all times while invigilating the exams
- ❖ To ensure exam rooms are set out to required standards, placing candidate name cards according to the seating plan
- ❖ To ensure there is absolute accuracy and attention to details, any concerns or observations to be reported to the Lead Invigilator
- ❖ To follow the Lead Invigilator instructions
- ❖ To admit candidates into exam rooms and seat as per seating plan
- ❖ To distribute the correct exam papers and materials to candidates
- ❖ To handle candidate queries

During exams

- ❖ To supervise candidates at all times and be vigilant throughout exams
- ❖ To record/report any disruption to the Lead Invigilator and Exams Officer
- ❖ To handle candidate queries

After exams

- ❖ To collect exam scripts in order according to the seating plan
- ❖ To dismiss candidates from the exam room
- ❖ To securely return all exam scripts and exam materials to the Exams Officer

Other

- ❖ To attend training, refresher or review sessions as required
- ❖ To undertake, where required and where able, other duties requested by the Exams Officer, for example:
 - Supervision of clash candidates between exam sessions
 - Exams-related administrative tasks

This job description sets out the duties of the post at the time it was drawn up.