



# FEARNHILL SCHOOL

Icknield Way ▪ Letchworth ▪ Herts ▪ SG6 4BA

Headteacher : Ms Elizabeth Ellis MA

## Job Description: Exam Invigilator

1. **Title and Grade of Post:** Exam Invigilator  
Rate £10 per hour
2. **General Professional responsibilities**
  - 2.1 To play a key role in upholding the integrity of the examination process.
  - 2.2 To be active in promoting the school's aims through delivering high standards.
3. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that documents, so far as is relevant to the post holder's title and salary grade.
4. **Relationships**
  - 4.1 The post holder is responsible and accountable to the Headteacher;
  - 4.2 The post holder reports to the Exams Manager.
  - 4.3 The post holder also interacts with other professional colleagues and should establish and maintain productive relations with them.
5. **Particular responsibilities**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Fearnhill School instructions.  
To play a key role in upholding the integrity of the examination process.

### Before exams

- 5.1 To report to and be briefed by the Exams Manager and Exams Assistant prior to each exam session.
- 5.2 To keep exam papers and materials secure before, during and after exams.
- 5.3 To ensure exam rooms are set out according to the instructions.
- 5.4 To admit candidates into exam rooms.
- 5.5 To identify, seat, and instruct candidates in the conduct of their exams.
- 5.6 To distribute the correct exam papers and materials to candidates.
- 5.7 To deal with candidate queries.

### During exams

- 5.8 Starting and finishing the examination in line with JCQ Guidelines, including late arrivals.
- 5.9 To supervise candidates at all times and be vigilant throughout exams.
- 5.10 To keep disruption in exam rooms to a minimum.
- 5.11 To deal with emergencies or irregularities effectively.
- 5.12 To record/report any disruption or irregularities.
- 5.13 To complete attendance registers.
- 5.14 To deal with candidate queries.

### After exams

- 5.14 To collect exam scripts.
- 5.15 To dismiss candidates from the exam room.
- 5.16 To check candidates' names on scripts match the details on the attendance register.

- 5.17 To securely return all exam scripts and exam materials to the Exams Manager.

**Other**

- 5.18 To attend training, refresher or review sessions as required
- 5.19 To undertake, where required and where able, other reasonable duties requested by the Exams Manager, for example
- 5.20 Supervision of clash candidates between exam sessions.
- 5.21 Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
- 5.22 Exams-related administrative tasks.

***This job description issued February 2018 may be amended at any time by agreement, but in any case will be reviewed annually.***

