

EXAM INVIGILATOR JOB AND PERSON SPECIFICATION

The Exam Invigilator is responsible for supervising and ensuring the smooth conduct of examinations in accordance with school policies and examination board regulations. This role is essential in maintaining a fair, secure and controlled environment for all candidates.

The role of the invigilator

To ensure that examinations are conducted according to the exam board regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- maintain the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

| Reporting to | Examinations Officer | | | | | | | | | | | | | | | | |
|--------------------------|--|-----------------|-----|-----------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|
| Remuneration per session | <table border="1"><thead><tr><th>No of Hours (x)</th><th>Pay</th></tr></thead><tbody><tr><td>0 < x ≤ 2</td><td>£25.00</td></tr><tr><td>2 < x ≤ 2.5</td><td>£30.00</td></tr><tr><td>2.5 < x ≤ 3</td><td>£35.00</td></tr><tr><td>3 < x ≤ 3.5</td><td>£40.00</td></tr><tr><td>3.5 < x ≤ 4</td><td>£45.00</td></tr><tr><td>4 < x ≤ 4.5</td><td>£50.00</td></tr><tr><td>4.5 < x ≤ 5</td><td>£55.00</td></tr></tbody></table> | No of Hours (x) | Pay | 0 < x ≤ 2 | £25.00 | 2 < x ≤ 2.5 | £30.00 | 2.5 < x ≤ 3 | £35.00 | 3 < x ≤ 3.5 | £40.00 | 3.5 < x ≤ 4 | £45.00 | 4 < x ≤ 4.5 | £50.00 | 4.5 < x ≤ 5 | £55.00 |
| No of Hours (x) | Pay | | | | | | | | | | | | | | | | |
| 0 < x ≤ 2 | £25.00 | | | | | | | | | | | | | | | | |
| 2 < x ≤ 2.5 | £30.00 | | | | | | | | | | | | | | | | |
| 2.5 < x ≤ 3 | £35.00 | | | | | | | | | | | | | | | | |
| 3 < x ≤ 3.5 | £40.00 | | | | | | | | | | | | | | | | |
| 3.5 < x ≤ 4 | £45.00 | | | | | | | | | | | | | | | | |
| 4 < x ≤ 4.5 | £50.00 | | | | | | | | | | | | | | | | |
| 4.5 < x ≤ 5 | £55.00 | | | | | | | | | | | | | | | | |
| Hours of work | During the period 1st April to 30th June 2026 inclusive, you may be scheduled for AM and/or PM sessions, including public holidays if required. Working hours will be arranged through negotiation and agreement. | | | | | | | | | | | | | | | | |

Person Specification

- Professional, vigilant and impartial
- Reliable with good attention to detail
- Ability to remain calm and composed under pressure
- Previous experience in education or supervisory roles is desirable but not essential
- This role is particularly suitable for individuals who are currently retired or have flexible availability
- Experience of invigilation is not required as a one-day training in the role will be a mandatory signing up requirement and the duties of an invigilator will be carefully outlined during this training
- Must complete and pass an enhanced DBS check

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be a confident and reassuring presence to candidates in examination rooms
- be able to give instructions clearly and manage situations involving different groups of people
- have strong command of spoken and written English
- have basic IT skills (familiar with use of email, mobile phone messaging, etc.)
- seek to achieve competence in the role and a rigorous understanding of the Joint Council for Qualifications (JCQ) and Cambridge International regulations

Main duties

To conduct examinations in accordance with the JCQ and Cambridge International awarding body and the centre's regulations and requirements. This will include the duties listed below:

Before examinations

- 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 examination conditions
- Give full attention to conducting the examinations properly
- 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 according to the regulations
- Start exams

During examinations

- Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
- Be vigilant and remain aware of incidents or emerging situations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record / report any incidents, disruption or irregularities to the Exams Officer
- Complete attendance registers
- Deal with candidate questions according to the regulations

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other tasks

- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination 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'
 - overseeing the printing of exam scripts for candidates using laptops

Availability

- Applicants must have some availability to work from the 1st April through to the 30th June 2026.

Training

Comprehensive training for this role will be provided on the 17th March (9am-12pm) to ensure all invigilators are fully prepared for the examination period.

Only individuals who have taken training can take up this role.

Please note that applicants may be required to attend an informal interview at the DoE.