

Job Description – Exam Invigilator

JOB OUTLINE

To conduct and supervise internal and external examinations for students in a professional manner ensuring that all Joint Council for Qualifications (JCQ) regulatory requirements for the integrity and security of the examination papers and procedures are strictly adhered to during examination sessions.

MAIN DUTIES

1. To conduct examinations in accordance with the JCQ regulations.
2. To follow all awarding body specific guidelines.
3. To adhere to Midhurst Rother College internal procedures for conducting internal and external examinations.
4. To play a key role in upholding the integrity of the external examination/assessment process.

Before exams

- Report to the exams officer prior to each exam session.
- Keep exam papers and materials secure at all times.
- Ensure exam rooms are set up in accordance with the JCQ regulations.
- Ensure students enter the exam room under exam conditions, find their correct seat promptly and instruct them as necessary regarding their conduct in the exam room.
- Distribute the correct exam papers and materials to candidates.
- Deal with candidate queries.

During exams

- Supervise candidates at all times and be vigilant throughout exams.
- Ensure candidates remain silent throughout the exams and do not communicate with other students.
- Deal with any issue or disruption in accordance with eth JCQ regulations and College procedures.
- Deal with emergencies or irregularities effectively.
- Record and report any issue during the exam using the College exam documentation and indicating whether the issue was minor or major and how the matter was resolved.
- Liaise with the Exams Office regarding any serious issue that cannot easily be resolved.
- Deal with candidate queries.

After exams

- Collect in exam scripts and any unused controlled material.
- Dismiss candidates from the exam room.
- Securely return all exam scripts and exam materials to the exams office.

Other

- Attend annual JCQ training sessions run by the College.
- Attend periodic refresher and exam season review sessions as required.
- Undertake where required and where able, other duties requested by the exams officer.
- Supervision of clash candidates between exam sessions.
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
- Any other exams related administrative tasks as required.