**Job Description**

**Invigilator - Grade 1**

**Experience**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously elsewhere.

The ideal candidate will:

- be flexible

- have effective communication skills

- be confident and a reassuring presence to candidates in exam rooms

**Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Durham Federation’s instructions.

2. To play a “key role in upholding the integrity of the external examination/assessment process” [JCQ [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) 6]

**Before exams**

· To report to the exams officer prior to each exam session

· To keep exam papers and materials secure before, during and after exams

· To ensure exam rooms are set out to standard

· To admit candidates into exam rooms

· To identify, seat, and instruct candidates in the conduct of their exams

· To distribute the correct exam papers and materials to candidates

· To deal with candidate queries

**During exams**

· To supervise candidates at all times and be vigilant throughout exams

· To keep disruption to a minimum

· To deal with emergencies or irregularities effectively

· To record/report any disruption or irregularities

· To complete attendance registers

· To deal with candidate queries

**After exams**

· To collect exam scripts

· To dismiss candidates from the exam room

· To *“check that the names on the scripts match exactly the details on the attendance register”* [JCQ [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) 6]

· 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

· Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)

· Exams-related administrative tasks