

JOB PROFILE

POST TITLE : EXAM INVIGILATOR

REPORTING RELATIONSHIP Examination Officer

JOB PURPOSE : The postholder will play a crucial role within the College by providing additional support to the external examinations process. It is important that the postholder is familiar and adheres to the College's External Examinations Regulations concerning invigilation.

- ❖ **Under the direction of the Examination Officer, carrying out invigilation duties in accordance with the school regulations:-**

MAIN DUTIES/RESPONSIBILITIES

1. Invigilators should be perpetually vigilant, silent and active, performing no other tasks apart from invigilation and/or administration.
2. Candidates must be under close invigilation throughout the examination and must receive no assistance, directly or indirectly, from any person, from books, notes or any other sources, or from copying or collusion among themselves.
3. The answer paper must be that provided by the examination team, except as specifically permitted in the examination board instructions for a particular paper/component. Candidates are not permitted to bring any paper, book or document into the examination room (unless specified by the examination board) nor take out any examination papers.
4. Staff not on duty in the examination room should not be allowed to enter the examination room to read the examination paper. Neither should they remove copies before the end of the examination.
5. Invigilators should, as soon as possible after the start of each examination, share in completing the 'seating plans' and 'attendance registers' (when provided).
6. The examinations office should be informed of late arrivals immediately.
7. Where a student warrants special consideration because of illness during the exam, the exam organiser should be informed immediately.
8. In an emergency evacuation situation, invigilators should clear the room leaving all materials behind, keeping students together in silence with the objective of returning to complete the papers. The delay should be noted and extra time allowed. The Examinations Officer should be informed.
9. The starting and finishing of examinations is normally carried out by the examination organisers, but in the case of having to finish an examination, all question/exam papers, unused paper and candidate numbers should be collected in and students asked to leave quietly.

10. Any general or administrative problems should be reported to the Examinations Officer.