



Exam Invigilator Profile

Reporting to: Exams Officer

Responsibilities:

- Ensure a calm environment to give the candidates the best possible opportunity to be successful in their examinations.
- Help organise students at the start and end of each exam.
- Be responsible for and take ownership of the working environment at all times.
- Provide the correct information and material for successful completion of the examination.
- Ensure that the conduct of the exam takes place within the guidelines set down by JCQ (Relevant documents will be supplied).
- Whilst not disrupting the candidates it is important to be vigilant, particularly regarding requests for additional paper, toilet breaks etc (students must be escorted during toilet breaks).
- Report all incidents of Malpractice (actual or suspected / alleged) to the Exams Officer immediately.
- Adhere to all school policies and procedures with particular regards to Safeguarding and the Examinations Policy Handbook.

Main Duties:

- One person will be nominated as Lead Invigilator for each room. It is their duty to ensure correct exam procedures are being followed and Invigilators are supported / advised.
- When acting as a Scribe / Reader (on a 1 to 1 basis) you will become the Lead Invigilator for that student. Ensure that Examination procedures are still applied and followed.
- At the start of an examination one Invigilator should act as 'doorperson'. That person should remind students to ensure any mobile phones, electronic devices and watches are to be turned off / removed.
- Attendance registers should be marked within five minutes after the start of an examination. The Lead Invigilator is responsible for the completion of registers and any other exam related paperwork.
- Start and finish times for exams, the centre number and exam script details should be displayed on the Flip Chart / white board in accordance with exam regulations.
- If there is a disturbance in the exam, the Lead Invigilator should deal with the situation. However, another Invigilator should take a note of the time the disturbance started and the time it finished so that a report can be submitted to the exam board. The Exams Officer should be notified by the Lead Invigilator.
- Students may not leave an examination and will be expected to stay seated for the full length of their exam (Unless escorted for exceptional reasons, always check with the Exams Officer).
- At the end of examinations, ensure answer booklets have been completed correctly; ensure question numbers have been entered in the appropriate box on the front of the answer booklets.
- Exam scripts need to be collected in order, by candidate number; the Lead Invigilator will advise collection procedures.
- In the event of any discrepancy or irregularity in the progress of an examination, a verbal report should be given to the Exams Officer immediately.
- Invigilators should be familiar with the document JCQ Instructions for conducting examinations (which will be supplied). If students breach these regulations the Exams Officer should be notified immediately.

Inspections

It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can walk in at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.

Please note: Invigilators may be required to do further duties as and when requested.

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