



**KING EDWARD VI  
ASTON SCHOOL**

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**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## **JOB DESCRIPTION FOR INVIGILATORS OF EXAMINATIONS**

Invigilators are responsible for the correct running of internal and external examinations in a range of exam rooms. The invigilators will work alongside the Examinations Officer to fulfil this role.

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them. Successful applicants will be required to undertake a criminal record check.

The work is on a casual basis throughout the year, with the majority being during May and June. The exams usually take place in two sessions – morning and afternoon – although there may be a need for the occasional early evening/late afternoon session on particularly busy days. It is expected that invigilators will work on a sessional basis. The basic rate of pay is £9.94 per hour (including holiday pay).

The duties of the invigilator include: -

- Preparing the exam room at the beginning of the session.
- Maintain security of exam papers and materials before, during and after exams.
- Admitting candidates to the room in a quiet and orderly way.
- Conducting the examination according to the Joint Council for Qualifications (JCQ) Regulations.
- Registering candidates present in the room.
- Maintaining constant surveillance while the examination is running. Invigilators must not perform any other task in the exam room.
- Deal with candidate queries
- Collecting completed examination papers from candidates and ensuring their safe return to the exam office.
- Dismissing candidates in an orderly fashion.
- Deal with and report any emergencies or irregularities effectively
- Assisting with the supervision of candidates during lunch breaks etc. where candidates have exam clashes requiring special arrangements.
- Attend training, refresher or review sessions where required

Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school careers.

The position is ideally suited to responsible, calm, organised and approachable individuals who have effective communication skills. Invigilators are expected to dress appropriately for a school environment, as all candidates will be expected to wear school uniform throughout the exam period.

Headmaster: C.Parker, *M.Hist, MBA, NPQH*

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