



Greenbank High School Hastings Road Southport PR8 2LT

INVIGILATOR JOB DESCRIPTION

Responsible to: Examinations Officer

Rate of pay: NJC Point 2

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures set by the centre and JCQ (Joint Council for Qualifications) are followed during the examination session.

Invigilators are required to attend 15 minutes prior to the commencement of the examination to assist with the preparation of the examination room.

Job Description

1. To assist with the set up of the examination room including the distribution and collection of the question papers and associated examination materials as directed by the Examinations Officer.
2. To ensure that all candidates receive the appropriate examination question papers and answer booklet.
3. To assist in the maintenance of a register of attendance for the examination using the seating plan and lists provided. Absences must be clearly indicated and checked prior to starting the Exam and the Examinations Officer must be informed.
4. To ensure that the examination regulations set by JCQ are adhered to at all times by the candidates and fellow invigilators during the Examination.
5. To assist in the overseeing of the commencement and completion of examinations. In cases of sole invigilation will be responsible for starting and finishing examinations ensuring the regulations have been followed and the candidates have been allocated the correct time allowance.
6. To make candidates aware of the pre-exam start information and to notify them of any erratum notices that will affect them.
7. To ensure answered examination scripts are collected in candidate number order and are supervised as required until they are delivered to the Examinations Officer for checking.

Greenbank High School is a member of Southport Learning Trust, Hastings Road, Southport, PR8 2LT.

Southport Learning Trust is a Company Limited by Guarantee Reg. No. 7790934

8. To clearly display the information of the exam, centre details, start, and finish times for the candidates, to ensure that the clocks within the exam room are functioning properly and that all the JCQ posters and evacuation procedure are displayed.
9. To work as part of a team and to ensure effective working relations.
10. To ensure that candidates do not bring any inappropriate items into the Examination Room, such as textbooks, notes, mobile phones, I-pods or any other electronic equipment.
11. To undertake all duties in accordance with the Centre Examination policies alongside the regulations set by the Awarding Bodies.
12. To ensure that the security and confidentiality of the exam is maintained. This includes enforcing a strict no communication rule between candidates once they have entered the Examination Room and keeping disruptions to a minimum. Communication with other invigilators in the same room during an exam should only be made when necessary and kept to a minimum.
13. To report any suspected malpractices and breaches of security immediately to the Examination Officer and completing the relevant paperwork.
14. To participate in the annual Invigilation Training provided by the school and to actively aim for personal development within the role.
15. To assist with any other duties and activities required by the Examinations Officer that are reasonable and requested by the centre from time to time.
16. Invigilators will be responsible for the examination room in the absence of the Examinations Officer. They must ensure that the candidates and fellow invigilators are following the examination rules and regulations. Any discrepancies must be reported to the Examinations Officer.

Examinations are externally inspected by JCQ to ensure that the regulations are being appropriately followed and therefore it is vital that invigilators make themselves aware of the requirements involved.

Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

Greenbank High School is a member of Southport Learning Trust, Hastings Road, Southport, PR8 2LT.

Southport Learning Trust is a Company Limited by Guarantee Reg. No. 7790934

March 2022

