

**EXAM INVIGILATOR**

**Key duties and responsibilities:**

This job description is a guide to the duties you will be expected to perform.

* Under the direction of the Examination Officer to take responsibility for the conduct of a particular examination session in the presence of candidates.
* To ensure, at all times the safe custody of question and answer papers and other Examination materials.
* To ensure that examination rooms are adequately prepared for examination purposes, and ready to admit candidates at a scheduled time.
* To ensure that all rules and regulations relating to the conduct of examinations are strictly applied and followed.
* To ensure adherence to all exam board regulations and school procedures and taking appropriate action to resolve difficulties as they arise. i.e. understanding of the JCQ standards
* To deal with any emergencies which arise during the examination and inform the Examination Officer as soon as possible.
* To ensure that disturbances are kept to a minimum and maintain quiet at all times in the area outside the examination room.
* To identify appropriate exits for candidates/invigilators in the event of a fire alarm sounding.
* To attend training and induction
* Any associated duties that may be assigned by the Examination Officer.

**Benefits:**

* £10.50 per hour
* Free lunches during examination period
* Training and development