



EXAMINATIONS INVIGILATOR

AMPLEFORTH COLLEGE

Job Description

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To ensure that the regulations for the integrity and security of examination papers and procedures are followed during an examination session. Ensure that all students have an equal opportunity to demonstrate their abilities. Carrying out duties in the most cost-effective and efficient way. You will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding, and Health and Safety.

The role of the Examinations Invigilator is to ensure that examinations are conducted according to regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- maintain the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

Main Duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Cambridge International and in line Ampleforth College requirements and values.

Before examinations

- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions according to the regulations

During examinations

- Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
- Be vigilant and remain aware of incidents or emerging situations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively

- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific mandatory training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe, etc. (training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Resources directly managed

Nil

Line Manager

Senior Examinations Officer