INVIGILATOR JOB DESCRIPTION

| Reporting to | Examinations Officer | Hourly pay rate | NJC |
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The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

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

General requirements

* Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
* Invigilators are required to:
  + declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
  + confirm their availability in advance of main examination periods
* Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

* be reliable, flexible and readily available during main examination periods
* have effective communication skills and good interpersonal skills
* work well as part of a team
* be confident and a reassuring presence to candidates in examination rooms
* be able to give instructions and manage situations involving different groups of people
* have basic IT skills (familiar with use of email, mobile phone messaging etc.)
* seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and NIA regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

Before examinations

* Report to and be briefed by the exams officer prior to each exam session
* 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
* Start exams

During examinations

* Supervise and observe candidates at all times and be vigilant throughout examinations
* 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 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 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. (full training will be provided)
  + other exams-related administrative tasks including maintaining question paper security by supporting the ‘second pair of eyes check’