

Job Title: Examinations Invigilator

Job purpose: To conduct College exams, ensuring exam integrity and security is upheld in accordance with Awarding Body and Joint Council for Qualifications (JCQ) guidelines.

Responsible to: Examinations Manager

Main Duties & Key Responsibilities:

- Ensure a calm environment to give candidates the best possible opportunity to be successful in their exams.
- Implement exam rules and regulations as directed in the JCQ Instructions for Conducting Examinations (ICE) booklet.
- Maintain exam security and confidentiality at all times ensuring papers and scripts are never left unattended.
- Be vigilant throughout the exam to ensure there is no breach of exam regulations.
- Liaising with the Senior Invigilator or the Examinations Manager in the event of any problems.
- Complete online and in-person training, as required.

The Exam Room

- Help to set up exam rooms as laid out in seat plans.
- Opening and distributing papers and other authorised materials, ensuring candidates have the correct papers.
- Set up PCs, as required, before candidates enter the exam room.
- Organising candidates so that they enter the exam room in an orderly manner, in accordance with the seat plan.
- Accurately complete the exam register whilst checking ID of candidates.
- Ensure candidates receive the correct access arrangements as directed by the Exams Office.
- Ensure exam room noticeboard accurately displays exam information, including start and finish times.

During the Exam

- Assist candidates before, during and after their exam, addressing any relevant queries.
- Ensure candidates do not leave the exam room earlier than the designated time and without the necessary supervision.
- Accurately record details of any incidents, which occur during the exam, which may impact candidates in the exam room.
- Manage candidates' exam access arrangements throughout the exam, e.g extra time, rest breaks etc.
- Supervise candidates in a quiet and unobtrusive manner, distributing additional paper/equipment, as required.

After the Exam

- Announce clearly to candidates when the exam has finished, making sure that exam conditions are maintained until all candidates have left the room.
- Collecting all exam papers and scripts before candidates leave the exam room and that they, along with question papers and other materials, are returned to the Exams Office.
- Supervise candidates leaving the exam room in a quiet and orderly manner.
- Escort clash candidates to their supervision session.

Other

- Prioritise the safeguarding of all students and participating in training on Prevent and safeguarding matters.
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other duties as may reasonably be required by the Principal.

September 2026

Post: Examinations Invigilator

Category	Essential	Desirable	How We Will Assess
Experience		• Previous work with young people 16-19 age range. • Previous invigilation experience	Application form / references
Additional Skills and Abilities	• Able to focus and maintain concentration for long periods • Able to work as part of a team • Common sense and initiative • Good communication skills • Able to work under pressure • Ability to remain calm in difficult situations • Patient and understanding attitude towards students • Good time keeping	• Experience of working in school / college. • Worked within a regulated environment. • Good IT skills/confident in using computers	Application form / interview/ references
Other	• Physically fit to carry papers and stand for long periods • Good eyesight and hearing (corrected with glasses/aids if appropriate) to enable monitoring of an exam room • Available to attend yearly training sessions/meetings • Displays a commitment to the protection and safeguarding of children and vulnerable adults. • Displays a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.		Interview