

JOB DESCRIPTION

Name:

Job Title: Examinations Invigilator

Line Manager: Examinations Officer

Summary of Job

To assist with the conduct of examinations throughout the academic year, under the supervision of the Assistant Examinations Officer

Responsibilities

The main duties of the Examinations Invigilator are:

- To implement examination board and College procedures relating to the conduct of examinations and –
 - Ensure all students have an equal opportunity to demonstrate their abilities
 - Ensure the security of the examination before, during and after the examination
 - Prevent possible student malpractice
 - Prevent possible administrative failures
- To arrive at examination venues punctually
- To manage the exam venue as directed on occasion
- To supervise students throughout examinations, patrolling at intervals
- To supervise the use of computers when used in online examinations
- To record and report quickly anything which appears irregular during an examination
- To accompany any student who may need to leave the examination room
- To manage access arrangements within the examination venue
- To manage examination clashes within the examination venue
- To collect papers at the end of the examination and ensure they are delivered safely to the Assistant Examinations Officer or Examinations Officer
- To assist in the packaging of examination scripts if required

- To collect equipment, candidate cards and surplus paper at the end of a session, keeping the venue tidy
- To demonstrate an awareness and commitment to equality and diversity, health and safety and Safeguarding
- To carry out other tasks as reasonably requested by the Assistant Examinations Officer or Examinations Officer

