

# Exam Invigilator



## Candidate Information Pack

## JOB DESCRIPTION

**Job Title: Exam Invigilator**

**Line Manager: Examinations Officer**

### Summary of Job

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

## **PERSON SPECIFICATION**

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

### **Experience**

- Have an affinity with 16-19-year olds
- Have a willingness to familiarise yourself with examination regulations
- Have the ability to work as part of a team
- Possess attention to detail
- Be proficient in the use of IT, including Microsoft Office
- Have the ability to carry out the physical aspects of the post.

### **Personal Qualities**

- Be well organised and self-motivated
- Be hard working.
- Be prepared to be flexible
- Be willing to co-operate with staff and assist both staff and students.
- Have a sense of humour.

### **Desirable (Not Essential)**

- Have previous experience of working with young people and/or in an educational environment

## **FURTHER INFORMATION**

### **About Esher Sixth Form College**

Esher Sixth Form College is a high-performing single-academy trust, specialising in post-16 education. Located in Thames Ditton with excellent transport links, we serve over 2,100 students from 115+ schools across North Surrey and London. We operate an inclusive, open-access approach and are consistently oversubscribed. We are rated Outstanding in all areas by Ofsted.

### **Our Ethos**

We are committed to outstanding achievement and a culture of high expectations, underpinned by our core values:

- Inclusivity – Embracing diversity and valuing every individual
- Community – Fostering belonging, care and collaboration
- Empowerment – Encouraging ambition, ownership and growth

### **Our Campus**

We've invested significantly in our site, with a new Study Centre and Performing Arts block opened in 2022, and a new teaching block added in 2025.

### **The Role**

The College maintains a team of external invigilators who can be called upon to assist with the conduct of examinations throughout the academic year, November, January but mainly in April/May/June. Invigilators are sent a list of dates well in advance of each examination period and asked to indicate availability – offering either full or half days, however there is no guarantee that they will be required on all the dates you offer. Once invigilators have been allocated according to the numbers required for each session, they are sent a schedule of the dates/times when they are required to work. As these are firm bookings, we would urge invigilators to make every effort to remain available and to inform the Assistant Examinations Officer as soon as possible if problems arise which prevent attendance. It is hoped that invigilators can be fairly flexible in the actual hours worked.

As with all posts within the College, a DBS check is completed on all successful candidates and for invigilators this will also include the requirement to sign up to the DBS update service. The DBS update service enables individuals to retain a portable DBS certificate and enables employers to access their DBS record without the need to undertake a full DBS re-application process. As invigilators only work for the College for a set period of time within the year, the DBS update service can be used to re-check the DBS status of our invigilators on an annual basis prior to the commencement of the exam season.

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### **Working Hours**

Working hours are flexible depending on the length and number of examinations being held but are usually organised into morning and/or afternoon sessions according to requirements and availability. The published starting times for examinations are 9.00am and 1.30pm, therefore morning sessions for invigilators are likely to start by 8.00am and afternoon sessions by 12:45pm.

### **Salary**

Invigilators are paid at the rate of £13.40 per hour. Hours are submitted by timesheet for each session worked and paid via the College monthly payroll. Payment is made at the end of the month following the completion of the examination period. Tax and National Insurance contributions will be deducted at source unless an appropriate Exemption Certificate is provided. The College regrets that it is unable to reimburse travel or other expenses incurred. Employees will automatically be enrolled into the Local Government Pension Scheme unless they chose to opt out and complete the necessary form.

**Closing Date:** 9 am Thursday 19 March 2026

**Interviews:** 10 am Tuesday 24 March 2026

**Training day:** 10 am Tuesday 14 April 2026