



# Exam Invigilator

## Job Purpose

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Exam Boards and Brentwood School regulations.

To play a key role in upholding the integrity of the examination/assessment process.

## Hours

On an 'as and when required' basis during each internal and public examination schedule. Please note that there is a requirement for each invigilator to offer a minimum availability of four sessions a week during this period. One session is considered to be either a morning or an afternoon.

## Report to

Examinations Officer

## Department

Examinations

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## Key Responsibilities & Accountabilities

### 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

### Main Duties

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

Before examinations

- Report to and be briefed by the Exams Officer or Lead Invigilator 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

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## **During Examinations**

- Supervise and observe candidates at all times and be vigilant throughout the exam session
- 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 to meet JCQ (Joint Council for Qualifications) and Brentwood School procedures and regulations
- Undertake relevant online invigilator training and assessment, centre-specific 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, assisting with centre moving invigilator requirements
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks

## **Personal Specification**

An ideal candidate will:

- be reliable, flexible and readily available during public and internal main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team or on an individual basis as required
- 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

## **Safeguarding**

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

### **Awareness and Vigilance:**

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

### **Reporting Concerns:**

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

### **Creating a Safe Environment:**

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.



To find out more about this role please contact [recruitment@brentwood.essex.sch.uk](mailto:recruitment@brentwood.essex.sch.uk) who will put you in touch with our Examinations Officer, Cliona Gormley.

## **General Safeguarding**

*To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.*

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