



STONAR

Exam Invigilator Job Description

Reporting to the Exams Officer and Senior Deputy Head the principal responsibilities of the Invigilator's role are:

- Ensuring the regulations of the Joint Qualifications Council are upheld at all times
- Ensuring candidates enter the Exam Room in an appropriate manner
- Checking, opening and laying out the exam papers and any supporting materials in accordance with the seating plan
- Checking the student identification as required
- Ensuring candidates are seated according to the seating plan and amend as required
- Completing and/or amending the attendance register as required
- Assisting with the locating of absent students
- Assisting with the management of students who arrive late for an examination
- Writing up the exam board at the front of the Exam Room
- Ensuring all students behave appropriately while in the Exam Room
- Being vigilant at all times and reporting any suspected incidents of malpractice
- Dealing with student questions as they arise
- Collecting exam papers and any supporting materials at the end of the exam
- Dismissing students from the Exam Room in the absence of the Exams Officer
- Checking off papers and packing to send to the Exam Board

Skills required:

- Strong organisation
- Reliable
- Punctual
- Flexible
- Willing to take on responsibility
- Willing to work as part of a team and on your own as needed
- Work with initiative
- Strong communication skills

