

Invigilator Job Description and Person Specification

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

The role:

- Liaising with the examination officer
- To assist in the setting up of examination rooms
- Ensuring all candidates have an equal opportunity to demonstrate their abilities
- Ensuring the security of the examination before, during and after the examination
- Preventing possible candidate malpractice
- Preventing possible administrative failures
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, personal stereos, revision notes or other paperwork unless told otherwise
- To maintain confidentiality
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To be aware of any needs that candidates may have during an examination
- Give all their attention to conducting the examination properly
- Be able to observe each candidate in the examination room at all times
- Inform the examinations officer if they are suspicious of the security of the examination papers

Invigilators **must not** carry out any other task (for example, reading a book or marking) in the examination room.

Skills and experience you will need:

- Good verbal and written communication skills and ability to relate well to children and adults.
- Good IT and administrative skills
- Good organisational skills
- Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities.
- Understand and respect the principles of confidentiality
- To think clearly and make correct decisions in the event of an emergency in the exam room