



JOB DESCRIPTION INVIGILATOR

Effective from 1st January 2018

Title of Post	Invigilator
Purpose of Post:	To supervise examinations
Status of Post:	This is a part time temporary appointment
Hours:	As required, between 8am and 5pm Monday to Friday
Grade/Salary:	Invigilators new to Kings College: Surrey Pay Grade 4 Experienced Invigilators (who have completed at least 50 hours invigilation spread over at least 1 year at Kings College): Surrey Pay Grade 5
Responsible to:	Examinations Officer and through him/her to the Principal.

1 General Responsibilities

- 1.1 To assist in supervising examinations as required.
- 1.2 To comply with whole College policies and procedures, as required including those with regard to conduct and dress.
- 1.3 To adhere to health and safety regulations.
- 1.4 To adhere to and promote College policies on equal opportunities and race equality.
- 1.5 A commitment to safeguarding and promoting the welfare of children and young people.
- 1.6 To participate, if required, in the College performance management/staff appraisal scheme.
- 1.7 To attend training/update sessions as required by the College.

2 Supervision of Examinations

- 2.1 To be familiar with the rules of the various Awarding Bodies.
- 2.2 To ensure that examinations are conducted in accordance with relevant Awarding Bodies' rules.
- 2.3 Occasionally, to lead the invigilation team in an exam room, for sittings of up to 30 candidates.
- 2.4 When leading the team, to allocate tasks to other invigilators, liaise with teaching staff and Examinations Officer as necessary and make sure that each exam runs smoothly.
- 2.5 To set up Exam room posters etc. in accordance with the exam rules.
- 2.6 To put up posters showing timetable information and seating plans.
- 2.7 To set out candidate cards, stationery and exam papers in accordance with exam rules and seating plan provided by Examinations Officer.
- 2.8 To ensure that the correct exam paper is issued to each candidate in each session.
- 2.9 To keep an accurate record of actual exam seating i.e. to complete a seating plan if none was provided in advance (e.g. for IB exams and small exam venues) and to record any amendments to the plan provided whenever seating is changed for practical reasons (e.g. late arrival, behaviour or illness).
- 2.10 To ensure that candidates enter the exam room in a quiet and orderly manner and seat themselves quickly.
- 2.11 To ensure that 'exam conditions' as described in the JCQ ICE booklet are maintained at all times in the examination room.
- 2.12 To make official announcements and to start and end examinations in a timely manner, in accordance with the exam rules.
- 2.13 To record attendance at examinations and to report absences promptly to the Examinations Officer.
- 2.14 To log any late arrivals, toilet breaks, misconduct etc. as they occur during each examination and to sign the log at the end of each exam.
- 2.15 To ensure that exam papers and scripts are kept secure throughout the examination.
- 2.16 To collect in and package scripts at the end of each examination.
- 2.17 To tidy the exam room after each examination.

3 Providing Access Arrangements

- 3.1 To be familiar with JCQ rules for supervising and facilitating Access Arrangements.
- 3.2 To act as a Reader for candidates who qualify for a Reader.
- 3.3 To act as a Scribe for candidates who qualify for a Scribe.
- 3.4 To be familiar with procedures for using Word Processors and Exam Reader Pens during examinations.

4 Occasional Clerical work to Support Exam Administration

- 4.1 To sort candidate cards before and after examinations.
- 4.2 To assist in the distribution of exam timetables, statements of entry and results.

4.3 To prepare exam room trays.

5 Review of Job Description

5.1 This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required by the Principal.

5.2 This job description will be reviewed at least once each year in the autumn term.

5.3 Person Responsible: Examinations Officer