

## JOB DESCRIPTION

<b>Job Title</b>	Examination Invigilator
<b>Contract</b>	Flexible - days and mornings/afternoons/evenings
<b>Job location</b>	Elm Park Campus, Stanmore
<b>Department</b>	Exams
<b>Reports to</b>	Examinations Manager
<b>Salary Range</b>	£14.80 per hour

### Job Purpose:

To take responsibility for an examination session (both paper based, and computer based) in the presence of candidates, including acting as reader, scribe or prompter, meeting appropriate examination board rules and regulations. To deal with emergencies and report all incidents and malpractice to the Examination Officer. To ensure the needs of the candidate are met throughout the examination.

To ensure and take ownership that paper/s are collected/distributed from the secure room and scripts are collected/despatched to the appropriate body.

### Duties Specific to the Post:

- To conduct examinations in accordance with the JCQ, awarding bodies and Stanmore College instructions.
- To lead and take ownership of examinations on any given day/s, including administration duties as instructed by the Examination Manager.
- To invigilate all types of examinations, written, on-line and mocks.
- To ensure exam room (this includes PCs/laptops) is set out in accordance with JCQ regulations, including the correct distribution of question papers, or login details, displaying of posters and completion of notices for start and finish times.
- To place desk cards for candidates as directed by the Lead invigilator or Exams Manager.
- To take responsibility for students, including those requiring additional arrangements including acting as a scribe or reader or allowing extra time as necessary.

- To ensure all students are settled in a calm environment and candidates are aware of pre-exam start information and erratum notices, this includes starting the examination.
- To ensure candidates are not helped in any way in completion of their examination papers and all devices are excluded from the examination room.
- To ensure at all times the safe custody of question papers, scripts and any other examination material.
- To deal with emergencies and report all incidents and malpractice to the Examinations Manager.
- Supervise clash candidates as appropriate.
- Collect scripts and questions papers, collate them with the exam register and correctly return all material to the Examinations Office.
- Be aware of emergency procedures to follow in the event of a fire alarm or other incident or disruption.
- Assist with the despatch of examinations scripts as required.
- Work flexibly within the examinations timetable, including covering unforeseen circumstances.
- Assist with other events within the exams cycle, such as the distribution of results and certificate.
- To undertake any other similar duties of this level as required by the Examinations Manager.
- Flexible working pattern, Exams are held throughout the Morning, Afternoon & Evening.
- Able to travel and invigilate at our Satellite Sites and offsite locations.

**General:**

- Undertake regular training sessions and attend and participate in update meeting, including giving feedback to colleagues and manager.
- Ensure all data is handled in line with General Data Protection Regulations.
- Taking responsibility for health and safety, equality & diversity, copyright and data protection within the scope of the post.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.



- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

**Closing Date:** Monday, 12<sup>th</sup> January 2026

**Interview Date:** Tuesday, 20<sup>th</sup> January 2026

## PERSON SPECIFICATION

**JOB TITLE: Examination Invigilator**

Criteria	Essential/ Desirable	Possible source of evidence
<b>QUALIFICATIONS:</b>		
Excellent Written English and Reading Skills, GCSE English Grade C/4 or above or equivalent	E	Application form/ certification
<b>KNOWLEDGE &amp; EXPERIENCE OF:</b>		
2 years' experience in customer service and communicating with others	D	Application form/supporting statement/ interview
Experience and/or ability in supervising large numbers of people and/or students	E	Supporting statement/interview
Experience and/or ability of working with formal rules and regulations	E	Supporting statement/ interview
<b>SKILLS &amp; ABILITY TO:</b>		
Good administration and communication skills, both verbal and written	E	Supporting Statement/Interview
Effective IT Skills	E	Supporting Statement/Interview
Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a college environment	E	Supporting statement/ interview
Keen attention to detail	E	Supporting statement/ interview
Reliable/punctual	E	Supporting statement/ interview
Confident with issuing instructions to students	E	Supporting statement/ interview
Be flexible, have effective communications skills and be confident and a reassuring presence to candidates in the exam room	E	Supporting statement/ interview
Able to remain vigilant and have the ability to follow and comply with complicated instructions and to remain so for three hours or more	E	Supporting statement/ interview

Able to understand and implement College and Examination Board requirements (instructions provided).	E	Supporting statement/ interview
Ability to remain calm and maintain authority	E	Supporting statement/interview
<b>PERSONAL QUALITIES:</b>		
Willingness to travel to other site locations if necessary	E	Supporting statement/interview
Confirmed availability for the exam sessions during May/June	E	Supporting statement/ interview
Willing to work under supervision as a member of an invigilation team, being flexible, well organised and the ability to respond to unexpected situations in a calm manner	E	Supporting statement/interview
Be committed to attend exam and college training sessions.	E	Supporting statement/interview