



A Career at St Edmund's College	
Exam Invigilator	
Job Description	
Reporting to:	Examinations Officer
Summary of the role:	To provide support to the Examination Officer with the examination process.
Main duties and responsibilities:	<p><u>Main duties</u></p> <p>To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Cambridge Assessment International Education (CAIE) awarding body and St Edmunds College regulations and instructions.</p> <p>To have a key role in upholding the integrity and security of the external examination/assessment process.</p> <p>Before examinations</p> <ul style="list-style-type: none"> • Report to and be briefed by the exams officer 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. <p>During examinations</p> <ul style="list-style-type: none"> • Supervise and observe candidates at all times and be vigilant throughout examinations. • 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. <p>After examinations</p> <ul style="list-style-type: none"> • 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 and materials to the exams officer. <p><u>Other tasks</u></p> <ul style="list-style-type: none"> • Undertake training, update and review sessions as required. • (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment for that academic year. • Undertake, where required and where able, other duties requested by the exams officer, for example:

	<ul style="list-style-type: none"> ○ centre supervision of examination timetable clash candidates between examination sessions. ○ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided). ● Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check.'
Safeguarding Responsibilities:	<ul style="list-style-type: none"> ● Whilst not in a teaching role, as an Exams Invigilator you will be working on a regular basis in a school in a role which gives opportunity for contact with children. As such, you will be in regulated activity and an enhanced DBS check (which includes children's barred list information) will be required in advance of appointment. ● Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	<ul style="list-style-type: none"> ● Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT.
	<p>St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.