

Exam Invigilator Job Description



Reporting to	Exams Manager & Assistant Headteacher	Hourly pay rate	£13.28
Hours of work	By negotiation during Examination Sessions		

Experience

Experience is not required as training will be provided. However, the ideal candidate will

- be flexible
- have effective verbal and written communication skills
- be confident and a reassuring presence to candidates in exam rooms

Main duties

To conduct examinations in accordance with JCQ and Fred Longworth High School instructions. Training will be provided.

Before exams

- To report to the Exams Manager prior to each exam session
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To return exam scripts and other materials to the exams officer

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams manager, for example
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided)
 - Exams-related administrative tasks

To apply: Complete a Support Staff application form (available on our website or from the school) and send to the school, or email to recruitment@flhs.wigan.sch.uk. For more details, please contact Jay Thomson, Assistant Headteacher at the school.