



HITCHIN BOYS' SCHOOL
An Academy Trust

EXAMINATION INVIGILATOR

Department/Section: Examinations Team
Reporting to: Exams Officer
Liases with: Staff and students

Main purpose and objective of the role: To provide support to the examination process.

Main duties: To support the Exams Officer with the day-to-day operation of examination venues. This may include (but is not limited to):

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Ensuring candidates have the correct examination papers.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring exam conditions are maintained and the JCQ regulations are adhered to at all times.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Collecting scripts at the end of the examination in accordance with strict procedures
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Completing all mandatory training associated with the role, both online modules and on-site sessions.
- Ability to commit to work during all major exam periods and ad-hoc training sessions throughout the academic year.

Person Specification:

- Accuracy and attention to detail
- Flexible approach to work including assigned working days and hours during main exam period.
- Ability to relate to academic staff and students

- Ability to work under pressure and to tight deadlines
- Reliable
- Current Enhanced DBS check (the school would undertake this for you)

HBS/br/Sept2024