



Job Description

Lead Exam Invigilator

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working hours: Monday to Friday 7.50am to approximately 4pm (a flexible finish will be required depending upon the length of the exams each day)

Responsible to: Examinations Officer

Overall Accountability

- The Lead Exam Invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates and fellow invigilators.
- To uphold the integrity of the external examination process.
- To assist the Exams Officer in ensuring that all internal exams are conducted to the Joint Council for Qualifications and Cambridge International standards.

Main Duties and responsibilities

- To support the Examinations Officer by checking and signing out exam papers from the secure storage whilst adhering to JCQ regulations
- Second key holder for exam secure storage
- To assist the Examinations Officer in distributing exam papers in each venue, ensuring each room meets JCQ regulations
- Ensure all candidates have an equal opportunity
- Maintain integrity of exams by giving all your attention to conducting the examination properly
- Ensure exam security before, during and after the exam
- Prevent possible candidate malpractice
- Prevent possible administration failures
- Assist the Exams Officer in preparing for examinations
- To be familiar with the JCQ and Cambridge International regulations and any updates
- To deputise for the Exams Officer if required
- Identify and register candidates
- Ensure that examination conditions continue throughout extra time
- Ensure the correct procedures are followed for the end of the exam and candidates are dismissed appropriately
- Ensure that all exams scripts and other materials are returned securely to the Exams Officer and stored safely



Person Specification

Lead Exam Invigilator

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none">• Minimum Maths & English at GCSE	
Experience	
	<ul style="list-style-type: none">• Experience of working with teenagers/young adults
Skills	
<ul style="list-style-type: none">• Good Interpersonal skills• Ability to work independently• The ability to be flexible• Able to follow instructions• Ability to work as part of a team• Reliability and punctuality• Ability to keep calm under pressure• Common sense and initiative• Accuracy and attention to detail	
Personal Attributes	
<ul style="list-style-type: none">• Highly motivated• Ability to work unsupervised• Calm under pressure• Takes pride in their work	
Other Factors	
<ul style="list-style-type: none">• Flexible approach• Willingness to undertake additional training	