

| | | | | | |
|--|---|---|--|-----------------|--------------|
| Role Title | | | | | |
| Exam Invigilation | | | | | |
| Purpose of the role (job statement) | | | | | |
| To ensure the fair and proper conduct of examinations/tests according to the school's/examination board's rules, in an environment that enables pupils to perform at their best. | | | | | |
| Responsibilities | | | | | |
| Key duties: | | | | | |
| <ol style="list-style-type: none"> 1. Invigilate the examination, including dealing with examination irregularities 2. Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures 3. Communicate examination procedures to pupils and oversee behaviour 4. Respond to pupil requests during the examination 5. Ensure no unauthorised material is consulted 6. Escort candidates from the location during the examination, such as for toilet breaks. 7. Maintain candidate attendance and absence records. | | | | | |
| Indicative knowledge, skills and experience | | | | | |
| <ul style="list-style-type: none"> • Knowledge / skills required to invigilate tests and examinations | | | | | |
| NJC Job Evaluation Assessment | | | | | |
| Factor | Relevant Job Information | | | JE Level | Score |
| 1. | Knowledge | Knowledge of a range of regulations for the conduct of examinations. | | 2 | 40 |
| 2. | Mental Skills | Works to standard examination procedures. Responds to routine pupil requests and problems | | 1 | 13 |
| 3. | Interpersonal & Communication Skills | Skills for providing information to and supervising pupils before, during and immediately after examinations, overseeing pupil behaviour. | | 2 | 26 |
| 4. | Physical Skills | Basic physical skills. | | 1 | 13 |
| 5. | Initiative & Independence | Works within examination procedures, some discretion in relation to issues arising | | 2 | 26 |
| 6. | Physical Demands | Requires extended periods of standing. | | 2 | 20 |
| 7. | Mental Demands | Prolonged periods of concentrated sensory attention whilst invigilating examinations. | | 4 | 40 |
| 8. | Emotional Demands | Exposure to difficult or emotionally demanding situations is rare. | | 1 | 10 |
| 9. | Responsibility for People Wellbeing | Responsible for the wellbeing of groups of pupils undertaking examinations. | | 2 | 26 |
| 10. | Responsibility for Supervision | No supervisory responsibility. | | 1 | 13 |
| 11. | Responsibility for Financial resources | No financial responsibility. | | 1 | 13 |
| 12. | Responsibility for Physical and Information Resources | Responsible for maintaining candidate attendance and absence records. | | 2 | 26 |
| 13. | Working Conditions | Work normally carried out in an examination hall, quiet classroom or similar environment. | | 1 | 10 |
| Total | | | | | 276 |