



Scarborough College

JOB DESCRIPTION

Job Title:	Exams Invigilator	Reports to:	Examinations Officer
Date Reviewed:	October 2023		

Role Overview

The post holder will assist the Examinations Officer in the running and supervision of examinations, including assisting with the preparation of exam rooms, opening and distribution of exam papers to students, taking attendance registers, announcing the start and end times of exams and responding to student questions in accordance with exam regulations.

Key Responsibilities

To assist the Examinations officer during the exam period, including (but not limited to):

- Assisting with setting up exam rooms, laying out exam papers and ensuring each student has the correct paper in every exam, as per the exam register and seating plan
- Directing students to their seats and advising on possessions and equipment allowed in the exam room
- Notifying candidates of the start and finish times of the exam and reading out erratum notices when necessary
- Supervising candidates in a quiet and unobtrusive manner and distributing additional paper or stationery as required, answering any student questions in accordance with strict procedures
- Taking attendance during examinations and taking notes of any problems or issues for the record
- Helping to take in exam papers and clear the exam room at the direction of the Examinations Officer
- Other tasks as required

Hours of Work

Flexible during the exam and mock exam periods of January and May-July

Person Specification

	Essential	Desirable
Experience		
Qualifications		
Specialist Knowledge		