

JOB DESCRIPTION

Subject to the current agreed terms and conditions
of employment as set out in the college staff manual

Job Title:	Invigilator
Job Purpose:	To ensure the integrity and security of the examination process
Accountability to:	Examination Manager
Responsible for:	No staff

Key Responsibilities and Key Tasks:

1. Uphold the integrity and security of the examination process

- a. Maintain the security of the examination papers before, during and after the examination.
- b. To achieve competence in the role and have a rigorous understanding of the JCQ regulations.
- c. Familiarity with JCQ Warning Notices displayed outside the examination hall/room.
- d. Ensure mobile phones are switched off and kept in candidates' bags at the back of the examination hall.
- e. Maintain awareness of possible candidate malpractice.
- f. Know the procedures to follow in the event of fire or other emergencies and be familiar with the location of emergency exits in the examination hall/room.

2. Any other duties

- a. Work efficiently under the direction of the Examination Manager/Examination Officer/Senior Invigilator as to the distribution and collection of examination papers.
- b. Provide the correct information and material for successful completion of the examination.
- c. Ensure knowledge of examination start/finish times and seating plans.
- d. Record any unexpected incidents and the time of occurrence.
- e. Basic IT skills to include the setting up of the Examination computers.

3. Maintain a calm and quiet environment in the examinations hall

- a. Preserve a quiet, calm and supportive environment conducive to candidates achieving their full potential.
- b. Be vigilant and aware of candidates' needs during the examination.
- c. Able to deal with difficult or urgent situations that may arise during an examination.

4. Any other duties

- a. Undertake training, update and review sessions as required.
- b. Undertake any other reasonable tasks as required by the Examinations Manager/Examinations Officer/Senior Invigilator.



Reviewed by Line Manager (full name):
Catherine Taylor

Date:
October 2025

Approved by SMT (full name):
Rob Hussey

Date:
October 2025

