



IPSWICH HIGH SCHOOL  
WOOLVERSTONE HALL

## Exam Invigilator Job Description

<b>Role</b>	<b>Exam Invigilator</b>
<b>Salary</b>	<b>£12.21 per hour plus holiday pay approximately £1.47 per hour</b>
<b>Contract basis</b>	<b>Casual</b>
<b>Hours of work</b>	<b>Variable hours as required during the exams period</b>
<b>Job Purpose</b>	<b>To comply with JCQ regulations and to support the Exams Officer with the day-to-day operation of examination venues and process undertaking the role of Exam Invigilator and Reader and Scribe. Ensuring the fair and proper conduct of exams in an environment that enables students to perform at their best</b>
<b>Accountable to:</b>	Exams Officer and Senior Leadership Team
<b>Accountabilities</b>	<ul style="list-style-type: none"><li>• Assisting with setting up of examination venues by laying out stationery, equipment, and examination papers in accordance with the outlined procedures.</li><li>• Assisting students prior to the start of the examination by directing them to their seats and advising them about possessions permitted in examination venues.</li><li>• Ensuring that students do not talk once inside the examination venue.</li><li>• Escorting students from the examination venue during the examination, as required, and supervising them whilst outside the venue.</li><li>• To maintain confidentiality with documentation and information relating to students.</li><li>• To ensuring the security and integrity of examination papers/scripts, equipment, and stationery.</li><li>• To assist with the preparation of the examination room, ensuring awarding body requirements are met.</li><li>• To ensure all scripts and examination stationery are collected and checked at the end of each examination.</li><li>• To return scripts and associated documentation and equipment to the Examination Manager.</li><li>• To promote a positive and calm working environment for all students and treat all pupils and colleagues with profession respect.</li><li>• To report any security concerns to the Examination Officer.</li><li>• To monitor candidates throughout the during of the exam and maintain silence.</li></ul>

	<ul style="list-style-type: none"> <li>• To be responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building.</li> <li>• To maintain a professional atmosphere, and to set the right tone for examinations, the School requires a smart casual dress code</li> </ul> <p><b><u>Reader</u></b></p> <ul style="list-style-type: none"> <li>• To read the examination paper accurately to the student and only read the instructions of the question but not explain or clarify questions.</li> <li>• To repeat the instructions of the question paper or questions, but only if the student requests this.</li> <li>• Where an examination is testing reading (e.g., in English), to only read the instructions.</li> <li>• To ensure that the students are not given any advice on which question to do, not prompted to move onto the next question, nor which order the questions should be answered.</li> <li>• No symbols or unit abbreviations should be decoded by the reader. To read back the answer the student has written, when requested by the student. The reader can also, if requested, give the spelling of a word from the question paper.</li> </ul> <p><b><u>Scribe</u></b></p> <ul style="list-style-type: none"> <li>• To write accurately, and at a reasonable speed, what the student has said.</li> <li>• To draw or add to maps, diagrams, and graphs strictly in accordance with the student's instructions, unless the student is taking a design paper (in the case the scribe can only assist with written parts).</li> <li>• To write a correction if requested to do so by the students.</li> <li>• To ensure the students are not given any factual help or indicate when an answer is complete.</li> <li>• To ensure the student is not given any advice on which question to do, not prompt the student to move onto the next question, nor which order the questions should be answered.</li> <li>• To read back the answer the student has written, when requested by the student</li> </ul>
<b>General requirements</b>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>• Contribute to the school's programme of extra-curricular activities.</li> <li>• Support and contribute to the School's responsibility for safeguarding students.</li> <li>• Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors</li> </ul>

	<ul style="list-style-type: none"> <li>• Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues</li> <li>• Engage actively in the performance review process</li> <li>• Adhere to policies as set out by the School</li> <li>• Undertake other reasonable duties related to the job purpose required from time to time</li> </ul>
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*This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head or line manager.*

## Person Specification

### Skills Required

Well organised, able to approach work methodically, prioritise and meet deadlines	Essential
Good written and verbal communication skills	Essential
Competent at reading and following verbal and written instructions	Essential
Good interpersonal and team working skills	Essential
Ability to communicate information clearly and effectively and to provide assistance to a diverse range of people	Essential
Able to work effectively as part of a team and on own initiative with minimum supervision	Essential

### Knowledge

Demonstrate an understanding of the importance of exam regulations	Essential
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### Qualifications/Attainment

	Level	
GCSE Maths, English and Science (or equivalent qualification)	Grade C or above	Essential

### Experience

Working in a busy environment	Desirable
Working as part of a team	Desirable

### Attitude/approach

Patient and understanding	Essential
Reliable and good time-keeper	Essential
Pro-active approach	Essential
Able to work calmly and	Essential
Discreet and able to deal with information in a confidential and sensitive manner	Essential

**September 2025**