

**Job Title**            **Examinations Invigilator**

**Reports to**         **Examinations Officer**

### **Job Purpose**

Working with the Examinations Officer and Examinations Coordinator, and the invigilation team, to ensure the correct procedures and regulations are followed, to always ensure the integrity of the exam, and to provide conditions under which all candidates can demonstrate their abilities fully and fairly.

### **Key Tasks and Responsibilities**

- Attend regular training sessions for examination invigilators, both face to face and online;
- Be familiar with the Joint Council for Qualifications (JCQ) and Cambridge Assessment International Education (CAIE) regulations for examinations, and the Eton invigilation handbook;
- Follow instructions given by the Examinations Officer or Examinations Coordinator;
- Assist with the preparation of the examination rooms ensuring that all awarding body requirements are met;
- Opening and distributing examinations papers;
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood, and always followed. Understand and comply with procedures and legislation relating to confidentiality;
- Assist with students entering the examination room, ensuring that candidates are seated correctly.
- Ensuring correct procedures and regulations are followed by all students for the duration of the examination;
- Reporting any irregularities and queries to the lead invigilator immediately;
- Assist in finishing the examination, collecting papers, and dismissing students at the end of the examination;
- Maintain strict confidentiality in relation to examinations;
- Supervising groups of candidates between examinations, when necessary, due to a clash of examinations;
- Undertake other duties appropriate to the role as may be required;
- Commitment to and promotion of equality, diversity, and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

*Invigilators are required to declare if they have invigilated previously, and whether they have any current maladministration/malpractice sanctions applied to them.*

Last Updated: January 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

**Working Pattern**

Work is on a casual basis during May and June each year (sometimes at the end of April). There are also opportunities for work throughout the year, invigilating Trial examinations and other assessments.

There will be morning and afternoon sessions available. The morning sessions are from around 8.00a.m. to midday, and the afternoon sessions are from around 1.15p.m. to 4.00p.m. Actual finish times vary according to the length of the examination. Invigilators are paid for the hours worked, but each morning or afternoon slot is treated as a minimum of 2 hours, even if a session is shorter than this. On busy days, some invigilators may work throughout the day – occasionally examinations continue until 6 p.m. or later for some candidates.

You do not, by any means, need to be available for every session every day, or even throughout the whole examination period, but you do need to honour the sessions you agree to do to ensure that the examinations run smoothly. Some invigilators effectively work full time in May and June, while others might do a day or two each week.

**Skills and Competencies Required**

To be successful in this role, the incumbent should be able to demonstrate the following:

- Experience of invigilation would be advantageous but not compulsory as training will be provided;
- Have good administrative skills and experience;
- Have a basic level of computer literacy;
- Excellent communication skills, both written and verbal with the ability to liaise with a wide variety of people;
- Be reliable, flexible, and have good availability during main examination period;
- Demonstrate good attention to detail;
- Work well as part of a team.

This role may also be of interest if you are:

- Confident, and able to provide a reassuring presence to candidates in examination rooms;
- Able to remain calm under pressure;
- Committed to set high standards in the role, and to gain a rigorous understanding of the examination regulations.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information

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## ROLE PROFILE

disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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