

Job Title: Exam Invigilator

Grade: B - £12.60 + holiday pay.

Hours: Casual

Responsible to: Exams Officer

Purpose of the role:

Exam Invigilators

To support the Lead Invigilator / Exams Officer with the day-to-day operation of examination venues.

This may include:

- Assisting with setting up examination venues by laying out stationary, equipment and examination papers, in accordance with JCQ Regulations.
- Ensuring that candidates do not talk once inside examination venues.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities, in accordance with JCQ Regulations.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Collecting and collating scripts at the end of the examination, in accordance with JCQ Regulations.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

Exam Readers

In addition to the duties of Exam Invigilators given above, Exam Readers primarily support a small number of students with the following (working in line with all JCQ regulations that govern this role):

- Accurately and clearly read exam instructions and questions to the candidate.
- To re-read exam instructions and questions if requested by the candidate.
- To read a candidate's answer back to them if requested.
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Exam Scribes

In addition to the duties of Exam Invigilators given above, Exam Scribes primarily provide 1:1 support with the following (working in line with all JCQ regulations that govern this role):

- Produce accurate and verbatim transcripts of answers dictated by the candidate in a handwritten format.
- To read transcribed answers back to the candidate if requested and make amendments as dictated by the student.

General Responsibilities applicable to all staff:

- To work effectively with other members of staff to meet the needs of all students.
- To work with professionalism.
- To attend staff training as required.
- To be aware of and adhere to all applicable Penryn College policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for Penryn College, with due regard to General Data Protection Regulations.

Note:

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the Head of Centre/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.

Desired Criteria

Skills and Experience

- Previous experience of working with children in a supervisory role
- Previous experience of working in a school setting

Personal Qualities

- Able to work without close supervision
- Demonstrates an awareness, understanding and commitment to equality and inclusion
- Effective communication and listening skills

Safeguarding commitment:

Penryn College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. There is an expectation of all staff and volunteers to share this commitment. This post is subject to a successful Disclosure & Barring check and satisfactory references.

Date Prepared: September 2025

Job Description Prepared by: HR Manager