



# Lead Exams Invigilator

GCSE and A Level Trial Exams – Tuesday 20 April – Tuesday 4 May  
(all day and to include Saturday 24<sup>th</sup> April)

## Main Purpose of the Job

To assist the Assistant Director of Studies in conducting internal examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

## Main Functions

To take all reasonable steps to ensure that:

- the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
- candidates take into the examination room only those articles, instruments or materials which are expressly permitted
- candidates have all the necessary material to enable them to complete the examination

To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss

To open the packet of examination papers and issue the papers to candidates

To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.

To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty

To contact a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgement of a teacher.

To complete the Attendance Register during the examination.

To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert

At the end of the examination, to collect all scripts and ensure that no scripts are missing.

After collation, to ensure the scripts are never left unattended and are handed to the person responsible for despatching the scripts to the Heads of Departments.

To ensure that the room is left in a tidy condition

Completed application forms and a CV, together with a covering letter should be returned to:

HR Manager  
Dean Close School



DEAN CLOSE  
SCHOOL  
CHELTENHAM

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Shelburne Road  
Cheltenham, GL51 6HE.

Tel 01242 258086  
Email: [hr@deanclose.org.uk](mailto:hr@deanclose.org.uk)

Dean Close School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.