

Stratford-upon-Avon School & Sixth Form

Recruitment of Examination Invigilators

Contextual Information

The Exams Office

The Exams Office is responsible for the organisation and secure delivery of all internal and external examinations within the school. This includes ensuring that examinations are conducted in accordance with regulations set by the awarding bodies and the Joint Council for Qualifications (JCQ).

The invigilator team plays an essential role in supporting the smooth and secure running of examinations and ensuring that all candidates have a fair and consistent examination experience.

The Role of Invigilator

An invigilator is an integral member of the Exams Office team and supports students at a significant point in their education. The role requires professionalism, reliability and a commitment to maintaining the integrity of the examination process.

The role of invigilator:

- Supports the preparation and delivery of examinations in line with JCQ regulations
- Maintains the highest ethical and professional standards to ensure the security and integrity of the examination process
- Provides calm supervision and support for students in what can be a high-pressure environment

Invigilators help to create an environment in which candidates can perform to the best of their ability.

Hours of Work

Invigilators are employed on a **casual basis** to support examination periods that take place throughout the academic year.

The main external examination series takes place during **May and June**, which is the busiest period for the Exams Office. Invigilators are also required to support **internal mock examination periods**, which usually take place in:

- December
- April
- July

Hours will be offered for each examination series and agreed in advance with the **Examinations Officer**.

Invigilators are expected to make themselves available for as many sessions as possible during the main external examination series.

Typical Examination Sessions

A typical external examination session will begin at:

- **9:00am** for morning examinations
- **1:30pm** for afternoon examinations

Invigilators are normally required to arrive **up to one hour before the start of the examination** in order to prepare examination rooms and complete pre-exam checks.

After the examination has finished, invigilators are expected to remain for approximately **15–20 minutes** to assist with the secure collection and return of examination papers and documentation to the Exams Office.

This time forms part of the paid hours.

Occasionally examinations may extend beyond the normal school day. Start times for internal mock examinations may vary so that they align with the school timetable.

Examinations may take place in the **school hall or smaller classrooms**, depending on the number of candidates sitting each examination.

Training

All invigilators must complete appropriate training before undertaking invigilation duties.

Training includes:

- Initial induction training for invigilation procedures
- Safeguarding training
- Training delivered during internal mock examination periods
- Annual training updates to ensure compliance with JCQ regulations

Attendance at required training sessions is **mandatory** for all invigilators.

Duties

Invigilators support the examination process by carrying out a range of duties before, during and after examinations. These include:

- Becoming familiar with the JCQ publication “**Instructions for Conducting Examinations (ICE)**” and school examination procedures
- Assisting with the preparation of examination rooms
- Maintaining the security of examination materials in accordance with JCQ regulations
- Admitting candidates into examination rooms in a quiet and orderly manner and assisting them in locating their allocated seats
- Distributing examination papers and materials and ensuring candidates receive the correct question papers and answer booklets
- Issuing additional paper and permitted materials where necessary during examinations
- Ensuring candidates are aware of any erratum notices or special instructions
- Assisting with the completion of attendance registers and seating plans in accordance with regulations
- Supervising candidates to ensure examinations are conducted in accordance with JCQ regulations
- Supervising candidates who temporarily leave the examination room, including during emergencies or evacuations
- Responding to candidate requests or queries in accordance with examination regulations
- Being aware of candidates with approved access arrangements and supporting their implementation where required (for example acting as a reader or scribe where trained to do so)
- Dealing with any incidents or irregularities in accordance with JCQ regulations and reporting them immediately to the Examinations Officer
- Ensuring examinations are completed within the times set by the awarding bodies
- Collecting examination papers and materials in the correct order before candidates leave the room
- Dismissing candidates in a controlled and orderly manner while maintaining silence where other examinations may still be taking place
- Supervising candidates involved in examination timetable clashes where required
- Returning completed scripts and examination materials securely to the Exams Office

- Assisting with the packaging and dispatch of completed examination scripts under the direction of the Examinations Officer
- Undertaking other duties appropriate to the role as directed by the Examinations Officer

Safeguarding

Stratford-upon-Avon School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

The successful applicants will be required to undertake an **Enhanced Disclosure and Barring Service (DBS) check**.

Appointment, Training and Availability

Successful candidates will be required to attend **mandatory induction and training sessions during the week commencing 20 April 2026**. This will include an **induction with HR followed by initial examination training with the Examinations Officer on Tuesday 21 April 2026**, and a further invigilator training session on **Thursday 23 April 2026**.

These sessions are designed to ensure all invigilators are fully prepared to carry out their role and meet the requirements of the Joint Council for Qualifications (JCQ) regulations. Full details of the training schedule will be provided following appointment.

As the main external examination series takes place during **May and June**, the school particularly welcomes applications from candidates who are able to **offer good availability throughout this period**.

Priority may be given to applicants who are able to offer **strong availability during the main summer examination period (May–June)**. Applicants should therefore ensure they are able to attend the required training sessions before applying.

Interviews

Interviews will take place during the week commencing **23 March 2026**.

Stratford-upon-Avon School looks forward to welcoming enthusiastic, confident and reliable colleagues who will support the continued successful delivery of examinations and assessments within the school.

Paul Boatright-Greene
Examinations Officer
Stratford-upon-Avon School & Sixth Form
March 2026