

Appendix I

The following is a list of the main duties associated with an examination invigilator, and those of an examination reader and/scribe

Invigilator

The role of the invigilator is to ensure that the examination is conducted according to JCQ guidelines and instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures. Training will be provided.

MAIN DUTIES

Before exams

- To report to the Exams Officer prior to each exam session
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To return exam scripts and other materials to the Exams Officer

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the Exams Officer, for example: - Supervision of clash candidates between exam periods - Providing support for candidates with access arrangements e.g. as a reader, scribe - Exams-related administrative tasks

The primary duties of a Scribe are to:

- Record accurate and legible responses dictated by the candidate
- Record ONLY what the candidate has said
- Read back what has been dictated, as requested by the candidate
- Make alterations to what has been written if the candidate identifies and dictates the amendment
- Converse with the candidate only to clarify their instructions, if necessary, emphasising that they are there to act only as a writer and/or Reader and that the candidate should give clear instructions about their requirements
- Act as Invigilator, ensuring that examination regulations are adhered to

Duties of a Reader**The primary duties of a Reader are to:**

- Read through the assessment material with the candidate, ensuring that each word is recognised
- Only read the questions as they are written
- Read back over parts of the assessment material as often as necessary
- Read back any part of the candidate's answers, as requested
- Converse with the candidate only to clarify their instructions, if necessary, emphasising that they are there to act only as a Reader and that the candidate should give clear instructions about their requirements
- Act as Invigilator, ensuring that examination regulations are adhered to.