

Exams Invigilators – Fullbrook – Centre 64918

Thank you for your interest in joining our team of invigilators.

Fullbrook ask that invigilators can commit their availability for the key exam times below (dates based on 2025-2026 academic year):

November 4th – 10th

November 17th – 28th

January 12th – 23rd

February 9th – 13th & 23rd – 27th

May 7th – June 28th - exact dates TBC

July 15th - TBC

Those in **bold** require almost a full invigilator team to be available due to large cohort exams. For exam dates not in bold a smaller team is required. There are also additional exams throughout the whole year that require a one-off/ad-hoc invigilation.

Invigilator hours and shifts

The main invigilator shifts are AM (with a start time of 8:00am) and PM with a (start time of 12:00/12:45pm). There are also opportunities to be part of the early-bird team for early set-up of exams with start times of between 15 and 30 minutes prior to main start time.

Invigilators are required for the am shift until around 11:30am-12:00midday (sometimes earlier, depending on the length of the am exam) and, for the pm shift until around 3:30-4:00pm. These times do vary depending on exam. The number of invigilators required also varies depending on the exam. A limited number of invigilators are also required to stay later to supervise extra time students, complete exams paperwork and attendance registers.

An availability sign-up sheet is sent out in advance of an exam series (usually around 3 weeks before the date of the first exam in the series) for invigilators to complete their availability and then work is distributed evenly amongst those available; so flexibility is key.

Pay

£13.78 per hour (payment period is 28th – 27th each month - paid monthly in arrears). Pay is received on 22nd of each month.

The role of an invigilator:

Main Duties:

- To conduct examinations in accordance with JCQ and Fullbrook regulations and instructions.
- To have a key role in upholding the integrity and security of the examination / assessment process.

Key Tasks

- Report to and be briefed by the Exams Officer (and Lead Invigilator) prior to each exam session/shift.
- Keep confidential exam papers and materials secure before, during and after exams.
- Ensure rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal exam conditions.
- Identify candidates and seat according to the required arrangements.
- Distribute the correct question papers and exam materials to candidates. Collect all exam scripts and materials according to the regulations and requirements.
- Instruct candidates in the conduct of their exams, according to the regulations.
- Deal with candidate questions, according to the regulations.
- Supervise and observe candidates at all times and be vigilant throughout exams.
- Keep disruption in and around exam rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record and report any incidents, disruption or irregularities.

- Administer exam access arrangements in accordance with guidelines and seating plans.
- Start and finish exams.
- Complete attendance registers.

Full training is provided (both remotely online and face-to-face). Invigilators are also required to read the JCQ (Joint Council for Qualifications) 'ICE' (Instructions for Conducting Examinations) and the JCQ 'Checklist for Invigilators' document, and sign to state that the rules and regulations contained within these documents have been understood. All staff are required to complete annual statutory Safeguarding training.

All staff are subject to online checks and an enhanced DBS Check via the Disclosure and Barring Service and must register with the update service to retain DBS clearance and invigilator status.