

Westcliff High School for Boys is looking for reliable, flexible, and enthusiastic individuals with an eye for detail to work within our invigilation team responsible for conducting examinations in the presence of candidates.

The role of the invigilator is to ensure that the examination is conducted according to regulations and procedures to ensure an equal opportunity for candidates, security of examination materials, and prevent possible malpractice.

There will be appropriate training for the successful candidates.

The Role of the Invigilator

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process. The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination materials before, during, and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures (JCQ ICE, section 12).

March 2023