

Job Description

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| Position : | Invigilator |
| Reports to: | Examination Officer |

Purpose / Overall Objective

- ✚ To assist the Senior Invigilators in the smooth running of the examination venue.

Key Tasks

- ✚ Be able to stand and supervise for lengthy periods of time in a quiet and unobtrusive manner
- ✚ Ensure the exam venue meets requirements according to the rules of the exam board
- ✚ Helping to get candidates into exam venues in an appropriate manner
- ✚ Ensuring candidates have the correct papers
- ✚ Ensuring candidates follow exam conditions
- ✚ Distributing exam papers
- ✚ Dealing with candidate enquiries or contacting the relevant teacher when their professional judgement is needed
- ✚ Dealing with late candidates
- ✚ Supervise candidates who may need to leave the room
- ✚ Being familiar with all the rules associated with the conduct of exams and ensuring they are adhered to
- ✚ Ensuring school policy is adhered to with regard to the conduct of exams
- ✚ Ensuring that efficient timekeeping is maintained
- ✚ Notifying candidates when an exam has finished
- ✚ Ensuring exam conditions are maintained until candidates are dismissed from the exam room
- ✚ Ensuring all scripts are collected and in the correct order
- ✚ Checking that nothing is left in the exam venue
- ✚ Ensuring that scripts are never left unattended