

JOB DESCRIPTION



PRINCIPAL RESPONSIBILITIES

JOB TITLE: Exam Invigilator

RESPONSIBLE TO: Exams and Data Manager

Job Purpose:

Undertake examination invigilation as required for external examinations and internal assessments / tests in accordance with the requirements of the relevant Examination Board and the Schools procedures.

PRINCIPAL RESPONSIBILITIES

1.	Assist with checking, preparation and set up of exam rooms, prior to arrival of students.
2.	Check identity of candidates, complete attendance registers and distribute examination papers.
3.	Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
4.	Assist candidates as appropriate with additional supplies of paper and stationery.
5.	Monitor the efficient timing of the exam to required standards.
6.	Collect, check in and maintain integrity of examination papers at the end of the exam.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.