



EXAMINATIONS INVIGILATOR - JOB DESCRIPTION

Responsible to: Headteacher, Examinations Officer, or other nominated member of staff

Responsible for: No staff responsibility

Functional links with: Staff and students in school

Main Purpose of Job: To assist with the administration and smooth running of public and school Examinations.

Main Duties and Responsibilities:

- Assist with the setting up of examination venues by laying out stationery, equipment and examination papers in accordance with procedures;
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Advise candidates, at the start of the examination, of the allotted time, examination rules and any other relevant information;
- Ensure that candidates do not talk or attempt to distract others once inside examination venues;
- Deal with queries raised by candidates during the examination and provide additional stationery if necessary;
- Supervise candidates throughout the examination and follow strict procedures in relation to candidates who behave inappropriately;
- Check attendance during examinations, including recording details of late arrivals/early leavers and collecting scripts from early leavers;
- Collect and collate scripts at the end of the examination in accordance with strict procedures;
- Assist with the preparation of script envelopes;
- Ensure candidates leave examination venues in an orderly and quiet manner and that they do not remove equipment or stationery without authorisation;
- Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues in school as appropriate;
- Assist with the preparation of seating plans, if required.

- Keep Confidential exam papers and materials secure before, during and after exams.
- Start and finish exams.