

EXAMINATION INVIGILATORS

Job Description

To work in a team of invigilators supervising pupils undertaking school and external examinations in accordance with the legal and school requirements.
To ensure that they are familiar with the "Guidance for Invigilators" as provided by the examinations officer and examination board.
To ensure appropriate preparation of the exam room as required by the examination board.
To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed.
To distribute additional paper and/or equipment as necessary.
To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently
To distribute examination papers and associated materials at the beginning of the examination and to collect them at the end.
To respond to candidates non-curricular queries in accordance with examination regulations.
To escort and supervise any candidates who may need to leave the examination room in an emergency.
To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
To ensure that any minor behaviour issues are dealt with in line with school policy.
Report any breaches of examination code of conduct to the supervising teacher/invigilator/examinations officer immediately.
To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.