



All Saints
CATHOLIC SCHOOL

Examination Invigilator

Job Description

Main purpose

Under the supervision and guidance of the Examinations Officer, you will work as part of a team ensuring that exams are carried out in accordance with the rules and regulations set out by the examination boards.

Duties and responsibilities

- To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
- To adhere to the schools policies and procedures.
- To have a knowledge of the examination room guidelines and procedures.
- Supervising the exam according to the relevant time and meeting any additional conditions.
- To ensure all candidates are seated correctly.
- To ensure all candidates are correctly identified and an attendance register is completed and returned to the examinations officer.
- To open and help distribute examination materials.
- To ensure candidates have the correct examination papers.
- Distributing additional equipment as required.
- Dealing with candidate queries during exams.
- Ensuring scripts are collected, collated as per instructions and delivered to the examinations officer. (Scripts must never be left unattended)
- Ensuring exam conditions are maintained whilst dismissing candidates from their exam.
- Any other duties as can be reasonably expected and as seen fit by the Exams Officer/Senior Staff.

Dress code

In order to maintain a professional atmosphere and to set the right tone for the examination, we require a smart dress code. (No denim and low cut tops) Quiet and comfortable shoes would be advantageous but not essential.