



JOB PROFILE

Post title: Exam Invigilator

Responsible to: Exams Officer

Job purpose: To invigilate internal and external examinations

Accountabilities/Duties:

- To collect exam papers from Exams Officer
- To follow instructions provided by the Exams Officer for each individual exam
- To help to seat students according to seating plan
- To hand out any equipment required
- To write necessary information on notice-boards such as start/finish times
- To hand out exam papers
- To read out any relevant instructions to students and to start the exam
- To supervise students during the exam as required ensuring all exam rules are regulations are complied with
- To hand out additional exam papers to students doing more than one paper
- To check all students have put their names on papers and tagged loose sheets together
- Supervise candidates in a quiet and unobtrusive manner
- To end the exam and collect in papers
- To dismiss the students in an orderly manner
- To collate papers into order and return to the Exams Officer
- Be fully aware of emergency evacuation procedures
- Understand and adhere to school policies and procedures, particularly relating to exams, health and safety, emergencies and medical issues.

Additional information:

- Please arrive well in advance of the start of each exam, as advised by the Exams Officer
- Work will continue a few minutes after each exam to ensure all records are collected and organised
- Invigilators will be required to attend any training sessions held

Working environment: School based – includes working with students.

PERSON SPECIFICATION

Post title: Exam Invigilator

	Essential	Desirable
Qualifications/Competencies		
Experience		Previous Exam Invigilator experience Experience of working within an education setting
Knowledge		
Skills/Ability		
Personal Skills	Professional manner Good verbal and written communication skills Good organisational skills Attention to detail	