

JOB DESCRIPTION – Exam Invigilator

The College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Enhanced Disclosure via the DBS will be required in addition to proof of the right to work in the UK

Job Purpose: To help supervise students to ensure the smooth accordance with the Regulations set down by the Joint Council for Qualifications. Involvement With: Senior Leadership Team, teaching and support staff, the Examination Officer, the Assistant Examinations Officer and students Duties and Responsibilities: 1. To set up the examination venue ensuring that the venue meets Joint Council for Qualifications requirements. 2. To supervise candidates' entry into the examination venue in an appropriate manner. 3. 3. To ensure that candidates are seated according to the set seating arrangements. 5. To ensure that candidates are aware of examination regulations. 6. To ensure that each candidate has a question and answer paper. 7. To observe each candidate in the examination venue at all times 8. To respond to candidates' queries in accordance with examination regulations e.g. supplying paper, pens, tissues etc. 10. To respond to candidates' queries in accordance with examination regulation e.g. supplying paper, pens, tissues etc. 11. To ensure that the College's policy is adhered to. 12. To concompany students who may need to leave the examination regulation e.g. supplying paper, pens, tissues etc. 13. To concompany students who may need to leave the examination roune temporarily 13.	Post:		Examination Invigilator
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