

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

Post:			Examination Invigilator
Job Purpose:			To help supervise students to ensure the smooth running of internal and external examinations in 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:		<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 	<p>To set up the examination venue ensuring that the venue meets Joint Council for Qualifications requirements.</p> <p>To supervise candidates' entry into the examination venue in an appropriate manner.</p> <p>To carry out the required identity checks and register all candidates accurately.</p> <p>To ensure that candidates are seated according to the set seating arrangements.</p> <p>To ensure that candidates are aware of examination regulations.</p> <p>To ensure that each candidate has a question and answer paper.</p> <p>To observe each candidate in the examination venue at all times</p> <p>To ensure that the conduct and behaviour required in the examination venue are observed by all candidates.</p> <p>To respond to candidates' queries in accordance with examination regulation e.g. supplying paper, pens, tissues etc.</p> <p>To record start and finishing time of examinations.</p> <p>To ensure that the College's policy is adhered to.</p> <p>To accompany students who may need to leave the examination venue temporarily</p> <p>To collect scripts in attendance register order.</p> <p>To ensure examination conditions are maintained until candidates are dismissed from the venue.</p> <p>Supervising 'clash' students between exams.</p> <p>To package papers for posting.</p> <p>To undertake such other reasonable duties as directed.</p>