



EXAM INVIGILATOR

JOB DESCRIPTION

Responsible to: Examination Manager/Deputy Operations Manager

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The person appointed will:

1. assist the lead invigilator to ensure all pupils come into the exam rooms in a quiet and orderly fashion.
2. assist the lead invigilator to ensure all exam desks have an exam paper and candidate card in advance of pupils entering the exam room.
3. check the desk for graffiti prior to students entering the exam rooms and make a note of any desk that have been defaced then check just before students have been dismissed for any new graffiti.
4. assist with the distribution and collection of exam papers in the order required.
5. ensure all pupils remain silent for the duration of the exam.
6. ensure all pupils remain seated for the duration of the exam.
7. be vigilant at all times during the exam.
8. be available for approximately two weeks in December, four weeks in January and between April through to the end of June for invigilation.
9. undertake such other duties as may be directed by the Headteacher, commensurate with the post.

Jan 2020