



[Knutsford Academy]

JOB DESCRIPTION

JOB TITLE	Exam Invigilator	GRADE	2
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BASIC JOB PURPOSE

Undertake examination invigilation as required for KS3 and KS4 external examinations and internal assessments / tests in accordance with the requirements of the relevant Examination Board and the Schools procedures.

MAIN RESPONSIBILITIES

1	Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils
2	Check identity of candidates, complete attendance registers and distribute examination papers
3	Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout
4	Assist candidates as appropriate with additional supplies of paper and stationary
5	Monitor the efficient timing of the exam to required standards
6	Collect, check in and maintain integrity of examination papers at the end of the exam

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.