



Job Description

Job Title: Exam Invigilator

Salary Scale: £9.50 per hour

Start: May 2019

Duties and responsibilities

- To provide support for the Examinations Officer in the conduct of external examinations.
- To support the management and work of the Invigilation Team in the proper conduct of the examinations.
- To ensure students have the best possible conditions in which to meet the requirements of the examination boards during each examination series.
- At all times, to support the orderly, efficient and effective administration of examination materials.
- To support the security of the examination rooms and all examination papers, scripts and materials.
- To respond promptly to any issues arising during an examination and follow the school and examination board procedures in their management.
 - To communicate and co-ordinate with the Examinations Officer.
 - To liaison with the stakeholders as required.
 - To adhere to school policies and procedures.
 - To prepare the examination room for candidates.
- To ensure that the correct stationary and materials are available at the start of the examination and returned at the end of the examination.
- The orderly and appropriate supervision of the candidates arriving for and leaving examinations
- The accurate completion of examination registers, seating plans and other examination paperwork
- To ensure that candidates who are absent from examinations are contacted promptly.
- To ensure that the examinations are conducted according to school and examination board regulations.
- To remain vigilant throughout the examination.
- To comply with all regulations throughout the examination.
- To escort and supervise candidates as required before, during and between examinations
- To ensure the security of the examination papers, materials and scripts and to facilitate the accurate and timely despatch of the examination materials as required.
- To communicate instructions to candidates
- To communicate and liaise with the invigilator team.
- To assist the Examinations Officer as required.

- To promote and safeguard the welfare of children and young people; those for whom there is responsibility or come into contact with.

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