

JOB DESCRIPTION

Title: Examination Invigilator

Reporting to: Examinations Officer

Liases with: staff and students

Main Purpose and Object:

Invigilate Public Examinations

Specific Duties:

- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Assist with directing candidates to their seats according to the seating plan and the collection of possessions not permitted in examination venues.
- Assist with ensuring that candidates conform to the strict behaviour rules required inside examination venues.
- In some circumstances operate the start procedures for exams.
- Assist with ensuring the timings are clearly displayed on the exam white board and the examination record sheet is completed.
- Invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Be aware of any special considerations –eg extra time.
- Assist with checking attendance during examinations.
- In some circumstances operate the ending procedures for exams.
- Assist with recording details of late arrivals and early leavers and collecting scripts from early leavers;
- Assist with collecting and collating scripts at the end of the examination in accordance with strict procedures;
- Supervise candidates leaving examination venues, return personal items and ensure that candidates leave in an orderly and quiet manner.

PERSON SPECIFICATION

Experience

Experience of working in schools or with young people would be helpful but not essential.

Specific skills and Knowledge

An understanding of examination processes (training given)

Effective oral/written communication skills.

Personal attributes

Accuracy and attention to detail are absolutely essential

Flexible approach to work is essential

Ability to relate to staff and students.

Confident manner when dealing with groups of school students.

Approx hours:

2 to 3 hours per day during examination series.