

Job Description

Job Title:	Invigilator
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SUMMARY OF DUTIES AND RESPONSIBILITIES:

To provide an efficient and effective invigilation service to the school in accordance with Exam Board Instructions

REPORTS TO:

Exams Officer

MAIN DUTIES:

1. To conduct the invigilation of examinations in accordance with the instructions of the Examination Boards
2. To log candidates on to computers and print out answers as appropriate to the guidelines set out for each Exam Board's online and computer based exams
3. To collect examination papers and associated documentation and stationery from the exams office prior to the exam
4. Ensure candidates are sat correctly, checking ID cards and taking an attendance register
5. Ensure a calm environment to ensure candidates have the best opportunity to succeed
6. Ensure regulations are announced prior to the exam and be vigilant in their adherence
7. Refer any suspicion of malpractice to the exams office immediately
8. Ensure all scripts are collected and checked against the attendance register at the end of each examination
9. Ensure scripts are never left unattended and return them to the exams office together with any associated documentation and stationery
10. Provide oral and written reports in the case of any issues arising during the examination

General

1. Co-operate in any staff development activities required to effectively carry out the duties of the post
2. Compliance with all school policies and procedures.
3. Compliance with all legislative and regulatory requirements.
4. Any other duties commensurate with the level of the post, which may be required from time to time.