



ST PETER'S SCHOOL JOB DESCRIPTION

POST TITLE:	Exam Invigilator
HOURS WORKED:	As required
RESPONSIBLE TO:	Examinations and Data Manager
PURPOSE OF JOB:	To facilitate the fair and proper conduct of examinations in an environment that enables candidates to do their best

MAIN RESPONSIBILITIES:

- Pick up examination papers, stationery and any other materials from the Exams Office at least 30 minutes before the scheduled start time of the exam, if required
- Put up regulation notices, quiet signs and seating plans inside and outside the exam venue
- Set out candidate labels, stationery and examination papers in accordance with the seating plan
- Help to get candidates into the exam venue and seated as smoothly and efficiently as possible, and in particular assist candidates where necessary by directing them to their seats, advising them about possessions permitted at the exam desk, and dealing with any problems they may have
- Ensure that once candidates have entered the exam venue they adhere to strict examination conditions
- Place any mobile phones handed in by candidates in named envelopes
- Ensure that if candidates have bags or coats these are left in the designated location
- If required, write out the centre number and the start and finish times of the exam on the white board or other display medium
- During the examination, deal with any queries raised by candidates, and deal with any irregularities, including any infringement of the regulations, in accordance with strict procedures
- Escort and supervise any candidate who needs to leave the exam venue temporarily during the exam

- At the end of the exam, collect and collate scripts as instructed by the Chief Invigilator
- Supervise candidates as they leave the exam venue, ensuring that they take all their belongings with them, that they do not remove equipment or stationery from the venue without authorization, and that they leave in a quiet and orderly manner
- Help to deliver scripts, stationery and any other materials to the Exams Office if required

In addition to the above specific tasks, carry out any other duties at the reasonable request of the Senior Invigilator, the Examinations and Data Manager, or senior staff

December 2009