

JOB DESCRIPTION - EXAMINATION INVIGILATOR

Hours: As required
Responsible to: Exams & Assessment Manager

PURPOSE

As part of the school examinations team, the successful candidate will be responsible to the Examinations Officer for invigilation of both internal and external examinations.

RESPONSIBILITIES

1. To supervise students in the examination hall or to support students with concessions as required.
2. To distribute/collect examination material as needed.
3. To ensure the students conduct in the examination hall is in accordance with exam board regulations.
4. As part of a team, to deal with any violation of examination rules.

The numbers of candidates in an examination will vary, up to a maximum of three hundred.

In order to supervise students effectively, invigilators are required to move quietly between the rows of candidates throughout the course of the examination.

PERSON SPECIFICATION

There are a number of qualities that are desirable in an invigilator

- Accuracy and attention to detail.
- A flexible approach to work.
- Ability to relate to candidates yet maintain an air of authority.
- Ability to communicate with students and members of staff clearly and accurately.
- Ability to work to predetermined instructions.
- Ability to work as part of a team.
- Reliability and punctuality.
- Ability to keep calm under pressure or during unexpected circumstances.
- Common sense and initiative.
- Ability to judge when a decision is not theirs to make.
- Effective oral and written communication skills.
- Ability to be firm but fair at all times.