



ARTHUR MELLOWS VILLAGE COLLEGE



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

JOB TITLE: EXAMINATION INVIGILATOR

RESPONSIBLE TO: LEAD INVIGILATORS AND EXAMINATIONS OFFICE STAFF

LINE MANAGEMENT RESPONSIBILITY: NONE

Main purpose:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

Specific Duties:

To support the Lead Invigilators with the day-to-day operation of examination venues. This activity may include:

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- Closely following and enforcing exam procedures and regulations;
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Ensuring that candidates do not talk once inside examination venues;
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- Checking attendance during examinations;
- Recording details of late arrivals and early leavers and collecting scripts from early leavers;
- Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner;
- At the end of the exam session, ensure exam box is tidy and restocked.

To assist Examinations staff and Lead Invigilators with other examination processes. This activity may include:

- Assisting with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- Assisting with the preparation of seating plans;
- Scribing for students with special needs.