



## Job Description Examination Invigilator

<b>Job Title:</b>	Examination Invigilator
<b>Department:</b>	Examinations
<b>Responsible to:</b>	Examinations Officer - Line Manager
<b>Salary Grade:</b>	Grade C Fixed point 3
<b>Contracted Hours/Week:</b>	Variable – no set hours
<b>Contracted Weeks/Year:</b>	Term time only

### Main Job Purpose

To provide support to the examination department and assist with the examination process

### Main Responsibilities:

- To assist the exams officer with the setup of examination venues in accordance with the examination procedures
- To ensure that students do not speak once inside the examination venue
- To invigilate during the examination, dealing with queries raised by students and dealing with examination irregularities in accordance with strict procedures
- To check the attendance during examinations
- Record details of late arrivals and early leavers and the collecting of scripts from early leavers
- Escorting students from the examination venue during examinations as required
- Supervising students outside the examination venues
- Collect scripts at the end of the examination in accordance with strict procedure
- Supervising students leaving the examination venues, to ensure that students do not remove equipment or stationery from the venue without permission
- Ensuring that students leave the examination venue in an orderly and quite manner.

### Additional Responsibilities

- Attend relevant training as required by the School Business Manager.

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder

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Effective date of this  
job description

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Post holder's Signature

Date

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School Business  
Manager's Signature

Date

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