



ALL SAINTS CATHOLIC COLLEGE
CONTEXT SHEET
Business Support Officer – Exams Invigilator

JOB FAMILY	BUSINESS SUPPORT
ROLE	Exams Invigilator
GRADE	5
What will your role be in addition to the duties in the Job Description?	
To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examinations papers and procedures are followed during examination sessions.	
Specific duties?	
<ul style="list-style-type: none"> • To prepare the examination room according to the requirements of the examination board (distributing papers and preparing associated materials). • To supervise candidates in a quiet and unobtrusive manner to ensure examination board regulations are strictly observed. • To provide assistance to candidates during examinations (e.g. enable them to find their allocated seats quietly and efficiently or answering enquiries during examination sessions). • To assist in the efficient timekeeping of examinations. • To deal with any minor behaviour issues in line with the college policy, reporting any breaches of examination code of conduct to the supervising teacher/invigilator/ examinations officer immediately. • To maintain the security of the examination papers and/or candidate scripts before, between and following the examination. • To ensure the examination room is clear and tidied for the next session and that equipment is fully stocked. • To comply with the College policies and procedures at all times. • To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation. • To be available throughout exam periods, flexible to timetable amendments and committed to scheduled sessions. • To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor. 	
RESPONSIBLE TO: Exams and Data Officer	
RESPONSIBLE FOR: None	

Context Reference No	CS/BS05/SS
Context Prepared / Amended	Oct 2021