

# St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

## Examination Invigilator Job Description

Reporting to: *Office Manager*

Examination Invigilator:

Cover Supervisor:

### 1. POST PURPOSE

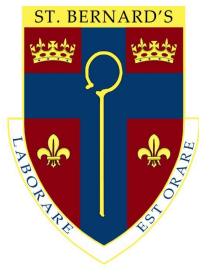
To ensure the fair and proper conduct of examination in an environment that enables a student to perform to the best of their ability.

In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

### 2. SPECIFIC RESPONSIBILITIES

To support the day-to-day operation of examination venues which will include:

- 2.1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- 2.2. Closely follow and enforce exam procedures and regulations.
- 2.3. Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.
- 2.4. Ensure candidates do not talk once inside the examination venues.
- 2.5. Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures.
- 2.6. Checking attendance during examinations.
- 2.7. Record details of late arrivals and early leavers and collect scripts from early leavers.
- 2.8. Ensure that candidates are aware of the start and finishing times of examinations.
- 2.9. Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues.
- 2.10. Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times.



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- 2.11. Report any breach of examination rules to the Senior Invigilator/other responsible person immediately.
- 2.12. Assist candidates as appropriate with additional supplies of paper and stationery.
- 2.13. Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.
- 2.14. Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner.
- 2.15. To co-operate with the school in all Health and Safety matters and to take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or omissions of work.
- 2.16. To carry out any additional duties as required by the Examinations Officer.

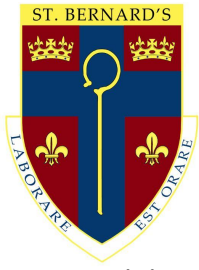
To assist Examination staff and invigilators with other examination processes which may include:

- 2.17. Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues if required.
- 2.18. Assist with the preparation of the seating plans if required.

### 3. SCHOOL ETHOS

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- 3.1. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- 3.2. To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.
- 3.3. To develop effective professional relationships with colleagues.
- 3.4. To actively support the corporate policies of the school.
- 3.5. To comply with the school's Health and Safety Policy.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### 4. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed \_\_\_\_\_  
*(Examination Invigilator)*

Date \_\_\_\_\_

Signed \_\_\_\_\_  
*(Line Manager)*

Date \_\_\_\_\_