



St Bernard's Catholic High School

Part of the Mater Christi Multi Academy Trust

EXAMINATION INVIGILATOR JOB DESCRIPTION

Job Title: Examination Invigilator

Responsible to: Headteacher

Main 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.**

Principal Accountabilities:

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

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Closely follow and enforce exam procedures and regulations.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.
- Ensure candidates do not talk once inside the examination venues.
- Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures.
- Checking attendance during examinations.
- Record details of late arrivals and early leavers and collect scripts from early leavers.
- Ensure that candidates are aware of the start and finishing times of examinations.
- Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues.
- Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- Report any breach of examination rules to the Senior Invigilator/other responsible person immediately.
- Assist candidates as appropriate with additional supplies of paper and stationery.
- Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.
- 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.
- To cooperate 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.
- 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:

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

Signed _____ (Invigilator) Date _____

Signed _____ (Line Manager) Date _____