

ST PETER'S CATHOLIC HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE: EXAMINATION INVIGILATOR

JOB PURPOSE: To supervise pupils undertaking school examinations in accordance with legal and school requirements.

RESPONSIBLE TO: Headteacher

LIAISES WITH: Headteacher, Examinations Manager

HOURS: Various

POST GRADE: Grade 3, Point 3. £9.75 per hour (Subject to Annual Pay Award)

MAIN DUTIES AND RESPONSIBILITIES:

- To assist the Examinations Manager in the smooth and efficient administration of examinations.
- To ensure that you are familiar with the "Guidance for Invigilators" instructions, as provided by the Examinations Manager and the Examination Boards.
- To ensure appropriate preparation of the examination room, as required by the individual exam.
- To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination.
- To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates' queries in accordance with the examination regulations.
- To distribute additional paper and/or equipment, as necessary.
- To ensure that any minor behaviour issues are dealt with in line with school policy and report any breaches of Examination Code of Conduct to the Examinations Manager.
- To escort and supervise candidates who may need to leave the examination room in an emergency.
- To ensure that the examination room is clear and tidied for the next session.
- To sort sets of completed papers numerically at the end of the examination, in preparation for posting.
- To record absentees.
- To supervise candidates with examination clashes where required.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade.

Date: 1 April 2021