



Job Description

Exam Invigilator

Responsible to: Examinations Manager

Key focus

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Responsibilities of an examination invigilator

- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Examinations Manager
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, personal stereos, revision notes or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To sign the centre's confidentiality declaration

To assist in other activities as may reasonably be requested by the centre from time to time

Name:

Date:

Signature:

Signed:

Michael Jones, Headteacher

Date: