



ST. HILD'S CHURCH OF ENGLAND SCHOOL

Examination Invigilator

Job Description

*At St. Hild's we aim to serve our community by providing high quality education in a Christian context.
We are a comprehensive school guaranteeing equal opportunities,
a responsive curriculum and a supportive community.
We expect to find God at work in our school.*

*St. Hild's is committed to safeguarding and promoting the welfare of children and young people and
expects all staff, volunteers and visitors to share this commitment.*

Line Manager Examinations Officer

Responsibilities: To provide support to the examination process
To support the Lead Invigilator with the day-to-day operation of
examination venues.

Tasks:

- To assist in the setting up of the examination room and ensure that any equipment required is distributed.
- To supervise candidates entering the examination room, ensuring they enter in the appropriate manner.
- To ensure that late candidates are seated, briefed and allowed to partake in the exam with minimum fuss.
- To ensure that all candidates receive appropriate examination question papers and any answer booklets/paper necessary.
- To be aware of any needs that candidates may have during an examination and respond to any queries in accordance with the exam regulations.
- To supervise candidates in a quiet and unobtrusive manner.
- To supervise any candidate who may need to leave the room in accordance with exam regulations.
- To ensure that the school examinations policy is adhered to.
- To ensure answer scripts are collected in candidate order and are supervised as required until they are delivered to the examinations officer.
- 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.
- To collect and safely store any unauthorised material until the end of the exam.
- To ensure there is no talking or disruption by the candidates once an examination has begun.

- To ensure all candidates are seated before opening the question papers.
- To ensure that candidates are not helped in any way with the question paper.
- To ensure that exam conditions are maintained until the candidates have left the examination room.
- To assist in other activities as may reasonably be requested by the centre from time to time.