



JOB DESCRIPTION

POST TITLE:	Examinations Invigilator
HOURS:	On a casual basis, as required
RESPONSIBLE TO:	Examinations Manager

PURPOSE OF THE JOB:

To provide professional support to the College examination process.

MAIN RESPONSIBILITIES:

To support the Examinations Manager with the day-to-day operation of examination venues. This activity may include:

1. Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
2. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
3. Offering advice and guidance to unregistered candidates without allocated seats.
4. Ensuring that candidates do not talk once inside examination venues.
5. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
6. Checking attendance during examinations.
7. Recording details of late arrivals.
8. Escorting candidates from venues during the examinations as required and supervising candidates whilst outside examination venues.

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Registered office: Eastrea Road, Whittlesey, Peterborough PE7 1XB



9. Collecting and collating scripts at the end of the examination in accordance with strict procedures.
10. Assisting with the preparation of script envelopes.
11. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
12. Any other duties relevant to the post or as directed by the Principal.

This job description was revised in January 2020. It will be reviewed annually and may be amended according the changing requirements of the College.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Designated Child Protection Officer.

