

INVIGILATOR

JOB DESCRIPTION



Main Purpose

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

To support the Chief Invigilator/Exams Officer with the day-to-day operation of examinations.

This may include:

Before the exam

- Directing candidates into the exam hall in an appropriate manner
- Ensuring that candidates do not talk once inside examination venues
- Offering advice and guidance to candidates without allocated seats

During Exams

- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in a quiet and unobtrusive manner in accordance with strict procedures
- Recording details of late arrivals and early leavers and collecting scripts from early leavers; early leavers are not encouraged and will be the ultimate responsibility of the examinations officer
- Escorting candidates from venues during the examinations, to use the toilet or due to illness and supervising candidates whilst outside examination venues
- Ensuring candidates do not have any unauthorised materials
- Collecting exam scripts at the end of the examination in accordance with strict procedures
- Assist chief invigilator to sort scripts into attendance register order
- Assist chief invigilator in checking scripts have candidate exam numbers on
- 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.
- Delivering scripts to exam office
- Any other duties you may be asked to perform by the chief invigilator/exams officer to ensure the smooth running of the examination process within the school.

Further Information

This position will allow employees access to sensitive information, therefore understanding of confidentiality is essential.

Kingsbridge Educational Trust and Oakgrove School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

An enhanced Disclosure Barring Service certificate is required for this post prior to commencement.