

Job description: Exam Invigilator

Main purpose of post:

The individual in this position provides invigilation for all external examinations at the school. The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Duties and responsibilities

1. To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
2. To adhere to the school's policies and procedures
3. To have an extensive knowledge of the examination room guidelines and procedures
4. Ensuring the examination room is prepared and allowing candidates into the room.
5. Picking up examination material prior to the exam
6. Maintaining the security of examination materials at all times.
7. To help distribute examination materials.
8. To help ensure the candidates are informed of examination regulations prior to the examination commencing.
9. Dealing with candidates who have arrived to take the exam but who are not on the register list. (this must be reported to the Exams officer immediately)
10. To ensure all candidates are correctly identified.
11. Ensuring that candidates have the correct papers.
12. Ensuring attendance registers are completed and given back to the exams officer.
13. Ensuring that candidates who arrive late to an exam are dealt with quickly and according to regulations.
14. Distributing additional equipment as required.
15. Dealing with candidate queries during exams.
16. Supervising the exam according to the relevant time and meeting any additional conditions.
17. Ensuring exam conditions are maintained whilst dismissing candidates from their exam.

18. To report/communicate any problems/incidents/emergencies to the examinations officer.
19. Ensuring scripts are collected, collated as per instructions, and delivered to the exams officer. (Scripts must NEVER be left unattended).
20. Any other duties as can be reasonably expected and as seen fit by the exams officer/ senior staff.

Dress code

In order to maintain a professional atmosphere and to set the right tone for the examination, The City of London Academy requires a smart/casual dress code-no denim and no collarless shirts for gentlemen.