

Job Description

Job Title	Exam Invigilator (Secondary School)	Job Ref No	AAAE5132
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Basic Job Purpose

Undertake examination invigilation as required for KS3, KS4, GSCE, A Levels, external examinations, and internal assessments / tests in accordance with the requirements of the relevant Examination Board and the Schools procedures.

PRINCIPAL RESPONSIBILITIES

- 1 Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils
- 2 Check identity of candidates, complete attendance registers and distribute examination papers
- 3 Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
- 4 Assist candidates as appropriate with additional supplies of paper and stationery.
- 5 Monitor the efficient timing of the exam to required standards
- 6 Collect, check in and maintain integrity of examination papers at the end of the exam.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.