



# St Augustine of Canterbury Catholic High School



## Examination Invigilator - Job Description

<b>Salary scale:</b>	NJC Scale point 10
<b>Department/Section:</b>	Examinations and Awards Office
<b>Reporting to:</b>	Examinations Officer and Assistant Head Teacher
<b>Liases with:</b>	Academic staff and students

All job descriptions operate within the context of:

1. The School's Mission Statement
2. The declared aims and objectives of the School
3. The roles and responsibilities of the staff as detailed in the staff handbook
4. The current NJC pay and conditions

### Main Purpose and Objective:

To provide support to the examination process.

### Specific Duties:

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

- \* assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- \* assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- \* offering advice and guidance to unregistered candidates without allocated seats;
- \* ensuring that candidates do not talk once inside examination venues;
- \* invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- \* checking attendance during examinations;
- \* recording details of late arrivals and early leavers and collecting scripts from early leavers;

- \* escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- \* collecting and collating scripts at the end of the examination in accordance with strict procedures;
- \* assisting with the preparation of script envelopes;
- \* 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.

**To assist Exams Officer with other examination processes which may include:**

- \* assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- \* assisting with the preparation of seating plans;
- \* delivering scripts to departmental and School offices;