



## LYNG HALL SCHOOL

### JOB DESCRIPTION

#### Examination Invigilator

**Job Purpose:**

To assist in the correct running of external examinations.

This is to include:

- Preparing the room, laying out candidate number cards and stationery equipment as directed by the Examination Manager (invigilators are provided with all regulations, necessary papers and stationery, candidate number cards and seating plans for each exam).
- Admitting candidates to the room in a quiet and orderly way.
- Supervise candidates during exams, assisting with seating candidates and ensuring that exam regulations for the conduct of exams are adhered to according to Rules and Regulations of the Joint Examinations' Board.
- Recording all those absent from the examination by noting the Candidate Numbers of empty desks.
- Invigilators must be constantly vigilant when the exam is running and should not do any other task.
- Ensure that any instances of malpractice are brought to the attention of the Senior Invigilator, Exams Officer or a member of the Senior Leadership Group.
- Collect exam question and answer papers, sorting into required order (i.e. either by alphabetical or by candidate number order).
- Assist, where required with the despatch of exam answer papers to the relevant examiner, ensuring that certificates of posting are obtained and records are retained of despatch details.
- Undertake any other duties relevant to the grading of, and within the spirit of, the post.
- Undertake training as required.



- Invigilators are required to report to the Examinations Officer 30 minutes before the start of an examination session.
- The examination officer or chief invigilator are always available to answer any queries.
- Recording seating of pupils on sheets.
- Check papers against attendance sheet and pack ready for courier collection.

