



Exams Invigilator

OVERVIEW

Under the direction of the Examinations Officer, The Exam Invigilator is responsible for ensuring that exams are conducted in an appropriate manner within the correct time frame. The main part of the role is to supervise the students and make sure that exam regulations are being met at all times.

RESPONSIBILITIES

- Monitoring students to ensure that there is no malpractice during the exam.
- Distributing stationary and exam papers to the students.
- Ensuring that exam conditions are adhered to at all times.
- To prepare and the exam rooms to ensure that it meets requirements.
- Providing support where necessary should an emergency arise e.g. sick student, fire evacuation.
- Answering any queries that a student may have about the exam.
- To attend regular training sessions.

PERSON SPECIFICATION

- Be polite, professional and friendly at all times with pupils and colleagues.
- Be able work as part of a team.
- Be flexible, reliable, punctual and trustworthy.
- Excellent communication and organisational skills
- The ability to adhere to rules and regulations
- The ability think clearly and make correct decisions in the event of an emergency in the exam room

TERMS

- Casual hours for a fixed term during the exam season.
- Salary £12.60 per hour.