

Belper School

Role Description for the post of Examination Invigilator

Examination Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career.

The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.

Purpose of Post: To enable the smooth and efficient running of examinations.

Responsible to: The Examinations Officer

Duties to include:

- Preparing the room(s) to a seating plan provided by the Examinations Office.
- To ensure that the examination is conducted according to the regulations laid down by the Joint Council for Qualifications.
- Being constantly vigilant; no other tasks should be undertaken during the exam.
- To carry out any other duties which may be required by the Headteacher which commensurate with the responsibility and grading of the post.

Invigilators are required to report to the Exams Office at least 30 minutes prior to the start of the session to be covered, i.e. 8.30am or 1.00pm.

Invigilators will be supplied with relevant regulations and guidelines as provided by the Joint Council for Qualifications and given training where required.