



JOB TITLE	Examination Invigilator	GRADE
RESPONSIBLE TO/FOR	See Organisation Structure	2

BASIC JOB PURPOSE

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

MAIN 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 stationary
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
	Notwithstanding the detail in this job description, in accordance with the Schools / Council's Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher / Governing Body 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 East.