



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

### **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**

<b>1</b>	Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils
<b>2</b>	Check identity of candidates, complete attendance registers and distribute examination papers
<b>3</b>	Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout
<b>4</b>	Assist candidates as appropriate with additional supplies of paper and stationary
<b>5</b>	Monitor the efficient timing of the exam to required standards
<b>6</b>	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.