

ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

Job Description

Title: Examination Invigilator
Department/Section: Examinations Office
Reporting to: Examinations Officer
Liaises with: Academic staff and students

Main Purpose and Objective:

To provide support for the examination process.

Specific Duties:

To support the exams officer with the day-to-day operation of external and internal examinations.

This activity may include:

- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To assist the exams officer with other examination processes.

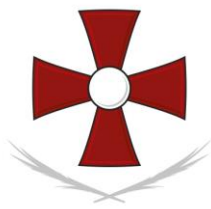
This activity may include:

- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with the preparation of seating plans;
- delivering scripts to the exams and main offices;



Clifden Road • Twickenham TW1 4LT • 020 8325 4630
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Principal: Richard Burke BSc M.A.
Diocese of Westminster



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Person Specification

Title: Examination Invigilator
Department/Section: Examinations Office
Reporting to: Examinations Officer
Liaises with: Academic staff and students

Experience

Experience of working in educational environment desirable

Specific skills and Knowledge

An understanding of the examination processes desirable

Effective oral/written communication skills essential

Numeracy essential

Personal attributes

Accuracy and attention to detail essential

Flexible approach to work essential

Ability to relate to academic staff and students essential

Ability to work under pressure and to tight deadlines essential

Normal working hours will be between 8am and 4pm. It may be necessary to work out of normal working hours.



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