



PHILIP MORANT
SCHOOL & COLLEGE

JOB DESCRIPTION

POST TITLE: Examination Invigilator

HOURS: As Required - £8.58 per hour

LINE MANAGER: Examinations Officer

MAIN JOB PURPOSE To supervise students, ensuring safe, fair and efficient conduct in

external examinations in accordance with regulations

MAIN DUTIES:

Assist with getting examination candidates into the examination hall and seated in the correct place.

Assist with ensuring that the examination hall is correctly set up and equipped for the examination

Assist with examination administration (e.g. attendance registers and seating plans).

Assist with the correct distribution and collection of examination papers, resources and equipment ensuring correct procedures are followed.

Ensure the integrity of the examination through 'active' invigilation during the examination (eg maintaining examination conditions while candidates and/or papers remain in the examination venue).

Record details of unusual circumstances or suspected malpractice within the examination venue for referral to the Academic Services Team/Examination Officer

As appropriate, be the lead invigilator in certain examinations as required