

St Bede's Catholic College

JOB DESCRIPTION

JOB TITLE: Invigilator

PAY: £9 per hour

MANAGED BY: Examinations Officer/Senior Invigilator

Purpose of the Job

To provide support to the examination process within the College

Key Job Outcomes

1. Help set up examination venues in accordance with procedures and ensure correct exam procedure is being followed.
2. Help to organise students at the start and end of each exam and mark the attendance registers.
3. Display starting and finishing times for the exams on the boards and provide the correct information and material for the successful completion of the exam.
4. Ensure that the conduct of the exam takes place within the guidelines set down by JCQ and deal with any disturbances to the exam.
5. At the end of an exam ensure that answer booklets have been completed correctly.
6. Collect exam scripts in candidate number order.
7. Give a report in the event of any discrepancy or irregularity in the progress of an examination.
8. Be familiar with the document 'Guidelines to Students sitting Public Examinations'.
9. Scribe for students with special needs.
10. Help with packing of examination papers, stationery and equipment before and after the examination as appropriate.
11. Any other duty in keeping with the role as requested by the Senior Invigilator/Examinations Officer.

General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the College policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees.
- D. The job involves working with children and will be subject to a Disclosure and Barring Service check.

Date of Job Description: September 2019