



# Chelmsford County High School for Girls

## Examinations Invigilator Job Description

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### **Purpose of Job**

To implement examination procedures/regulations that ensure the smooth running of internal/external examinations and the proper conduct of candidates.

### **Duties and Responsibilities**

The post holder will be expected to:-

- Set up or check examination rooms according to instructions
- Support Access Arrangements for those candidates who have this in place which may include being a “reader” or “scribe”. Supervise candidates that have extra time or supervised rest breaks
- Be fully aware of the regulations according to the ICE Booklet
- Support the process of identifying candidates
- Open and distribute appropriate question papers and other authorised material to candidates
- Give clear instructions to candidates including conduct of the examination, emergency or evacuation procedures
- Instruct candidates to begin examinations
- Record examination start and finish times
- Complete attendance register and seating plan as required
- Ensure silence in the examination room and avoid disruption
- Ensure that candidates comply with instructions at all times
- Walk around the examination room, ensuring no candidate has forbidden items and removing any found
- Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons
- Record any incidents and report these to the appropriate person
- When absolutely necessary, escort candidates to the toilet/first aid
- Collect candidate cards according to instructions
- Collect candidate and question papers according to instructions
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing
- Supervise “clash” candidates between examinations or those who require isolation

- Ensure all examinations documentation is returned to the Exams Officer safely
- Participate in annual training sessions as required
- Complete any other duties that may be required for the smooth running of examinations

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to work flexibly and carry out all duties in compliance with the School's policies.