

Examinations Invigilator Job Description

Main Purpose

To ensure that the examinations are conducted in accordance with internal and external examinations regulations and procedures in an environment that enables students to perform at their best.

Duties & Responsibilities

To support the Examinations Officer with the day-to-day operation of examination venues and other examination processes; e.g.:

- Collecting examination papers and stationery to and from examination venues;
- Ensuring that examination papers are secure at all times and never left unattended;
- Setting up examination venues by laying out stationery, equipment, name cards and examination papers;
- Observing and enforcing examinations regulations and procedures at all times
- 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 students are seated as per the seating plan and attendance registers are completed before examinations begin;
- Ensuring that candidates do not talk once inside examination venues;
- Invigilating during examinations, dealing with queries and examination irregularities;
- Recording details of late arrivals and early leavers;
- Escorting candidates from examination venues during their examinations (e.g. supervised rest breaks, toilet breaks) and supervising them while outside, ensuring that no unauthorised material is consulted by candidates;
- Ensuring that candidates leave examination venues in an orderly and quiet manner;
- Ensuring that equipment and/or stationery are not removed from examination venues without authorisation;
- Ensuring that no unauthorised personnel is present at examination venues during examinations (e.g. teachers teaching a subject that is being examined);
- Supervising candidates over lunchtime, when required;
- Sorting out examination scripts in the order of attendance registers;