

Exam Invigilator

Main Responsibilities

To supervise students who are sitting external and mock exams in the school according to exam board and Caldew School requirements.

Main Tasks

- 1) Setting out exam papers for candidates according to the seating plan.
- 2) Supervising candidates as they enter the exam room, assisting them with finding correct seats and collecting in mobile phones etc.
- 3) Reading out relevant exam board instructions to candidates.
- 4) Reading out instructions from the front of the exam paper to candidates.
- 5) Supervising students during the exam according to exam board rules.
- 6) Dealing with any issues during the exam by liaising with the Exams Officer as required.
- 7) Collection of papers at the end of the exam.
- 8) Dismissing candidates at the end of the exam.
- 9) Checking and sorting exam papers before handing them to the Exams Officer.

Additional Tasks (after appropriate training)

- 1) Assisting students who require readers/scribes in small groups or individually.
- 2) Assisting with computer based exams from time to time with the support of the Exams Officer and ICT staff.