

Honiton Community College

JOB DESCRIPTION

INVIGILATOR

Responsible to: Examinations Manager

Responsibilities:

- Helping to ensure that the conduct of the exam takes place within the guidelines set down by the JCQ, examination board and the school's Examination Policy
- Ensuring a calm environment which will give students the best possible opportunity to be successful in their exams
- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Helping to organise students at the start and end of each exam
- Ensure that students receive appropriate examination question papers and stationery.
- Ensure that all prohibited materials are collected from students on entering the examination venue.
- Ensure that all students obey the regulations, e.g. no talking or disruptive behaviour.
- Record attendance on the official attendance registers.
- Escort students on toilet breaks ensuring that no unauthorised material is consulted, and all examination regulations are adhered to.
- Collect examination papers and desk cards, collate in candidate number order and ensure they are kept securely until returned to the Examinations Manager.
- Supervise students at the end of examinations ensuring that they leave silently and quickly and do not remove any equipment from the examination room.
- Assist with clearing up the venue, ensuring that all College equipment is accounted for.
- Assist with any other activity that may be reasonably requested by the College from time to time.