



TRINITY CATHOLIC HIGH SCHOOL
(Science and Sports College)
Chairman of Governors: Mrs M Bishop
Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

Examination Invigilator Job Description

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates: Invigilators have a key role in upholding the integrity of the external examination/assessment process:

The role of the invigilator is to ensure that the examination is conducted in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities;
- Ensure the security of the examination before, during and after the examination;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures:

Invigilators duties:

- Assist in the setting up of the examination rooms:
- Assist the Examinations Officer in seating the candidates:
- Ensure all candidates receive the correct papers as indicated on the seating plans:
- Ensure candidates obey the regulations of the Awarding Bodies as laid out in the Instructions for Conduct:
- Ensure no inappropriate material such as personal stereos or revision notes are within a candidate's reach:
- Ensure all relevant information is given to the candidates before the exam starts:
- Ensure there is no talking or disruption once the examination has started:
- Ensure that any candidates with special requirements are offered such assistance as they have been granted (extra time, etc):
- Collect scripts in candidates' number order ready for checking and despatch:
- Assist the Chief Invigilator in preparing and logging scripts for despatch:
- Give all their attention to conducting the examination properly
- Assist in other tasks as may reasonably be requested by the centre from time to time:
- Be responsible for the safeguarding and promoting the welfare of children / young adults:

Prior to commencing employment you:

- Must attend training session for conducting examinations and attend refresher session annually.
- Must attend training session on Child Safeguarding.