Trinity School, Carlisle

Job description

Job Title: Examination Invigilator

Hours: As required. Morning sessions start from 8.00am and afternoon sessions at 12.30pm unless otherwise stated. The length of a session can vary from one to four hours.

Job Purpose:

- To provide an efficient and effective invigilation support service to the school examination office and ensure the integrity of its examinations working with limited supervision within agreed procedures and practices.

Main Responsibilities:

- To be responsible for confidential documentation and information relating to students;
- To collect examination papers, associated documentation and equipment and to be responsible for their security;
- To check the examination room ensuring awarding body requirements are met;
- To supervise the students; to receive and seat them appropriately and complete an attendance sheet, noting any absences;
- To ensure that all regulations are strictly adhered to;
- To alert examination staff immediately to any irregularities and complete an invigilation report;
- To ensure all scripts and examination stationary are collected and checked at the end of each examination;
- To return scripts and associated documentation and equipment to the appropriate office;
- To co-operate with the school in all Health and Safety matters;
- To work collaboratively with colleagues to protect and safeguard students;
- To undertake such other duties connected with the post as may reasonably be requested.