Mortimer Community College
Job Description

Job Title:	Examinations Invigilator	Department/Group :	Examinations
Level/Salary Range:	£13.48 ph	Reporting to:	Examinations Officer

Safer Recruitment Statement

Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment.

Main Objectives of Role:

To support with the day-to-day operation of examinations. This activity may include:

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To assist Examinations Officer with other examination processes. This activity may include:

- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with the preparation of seating plans.