



## BUXTON SCHOOL

<b>Job description</b>	<b>Examination invigilator</b>
<b>Reporting to:</b>	<b>Examinations Officer</b>
<b>Hourly Rate:</b>	<b>£ 11.60</b>
<b>Scale</b>	<b>1 Point 10</b>

### Key focus

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

### Responsibilities of an examination invigilator

- to assist in the setting up of examination rooms in accordance with exam regulations;
- to maintain security and confidentiality of examination question papers;
- to ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them;
- to ensure no unauthorised items are brought into the examination hall, such as mobile phones, revision notes or other paperwork unless told otherwise;
- to ensure all candidates receive the applicable question paper, answer paper and other appropriate materials;
- to ensure all candidates are seated before opening the question papers;
- to record attendance on the official examination registers;
- to ensure there is no talking or disruption for the candidates once an examination has begun;
- to ensure candidates follow the regulations of an examination room as laid out in the examination guidelines;
- to respond to any needs that candidates may have during an examination;
- to refrain from discussing the contents of the question paper with candidates in any way, other than in case of a possible printing error;
- to ensure answer scripts are collected in candidate number order and are supervised as required while awaiting despatch;
- to assist in collating, checking and packing the scripts along with relevant paperwork for despatch to the exam board; to assist any students who may be entitled to access arrangements such as a reader, scribe or prompting during an examination;
- to assist in other activities as may reasonably be requested by the centre from time to time.