



# ROYAL ALEXANDRA AND ALBERT SCHOOL

## JOB DESCRIPTION

### Exam Invigilator

**Reporting to:** Exams Officer

#### **Responsibilities:**

- Ensure a calm environment
- Help to organise students at the start and end of each exam
- Provide the correct information and material for the successful completion of the exam
- Ensure that the conduct of the exam takes place within the guidelines set down by JCQ
- Whilst not disrupting the candidates it is important to be vigilant
- Refer suspected malpractice to the Exams Officer

#### **Main Duties:**

- To ensure correct exam procedure is being followed
- Mark the attendance registers
- Display starting and finishing times for the exams on the boards
- Deal with any disturbances to the exam
- At the end of an exam ensure that answer booklets have been completed correctly
- Collect exam scripts in candidate number order
- Give a report in the event of any discrepancy or irregularity in the progress of an examination
- Be familiar with the document 'Guidelines to Students sitting Public Examinations'

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.