REIGATE COLLEGE

Job Description for an Invigilator

Name

Responsible to	**Examinations Officer / Associate Principal (Teaching and Learning)**
Job Purpose	**To assist the Examinations Officer with the examination process**

Job Responsibilities

1. To help ensure that the conduct of the exam takes place within the guidelines.

2. To hand out appropriate examination papers to students and read out the instructions.

3. To record examination start and finish times, instructing students to begin at the appropriate time.

4. To complete the attendance register and seating plan as required.

5. To collect examination papers at the end of the examination, ensuring the security of the papers at all times.

6. To instruct students when they are permitted to leave the examination room and ensure their proper conduct in doing so.

7. To ensure silence in the examination room and avoid disruption.

8. To ensure that all students comply with any instructions.

9. To walk around the examination room, ensuring no student has forbidden items and removing any found.

10. To ensure that students do not converse, signal, or otherwise communicate with each other, record any incidents and report these to the Exams Officer or other appropriate person.

11. To escort students to the toilet, when requested.

12. To read to a student during exams, including reading aloud exam questions verbatim when asked and reading aloud the student's written answer verbatim when asked.

13. Providing practical support to a student during exams with drawing or describing graphs, table and charts as required.

14. To guard students after an exam until their next exam, if required.

15. To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

16. To ensure that all duties and services provided are in accordance with the College's Single Equality Policy.

17. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Signed: Date:
Post Holder

Signed: Date:
Exams Officer

Person Specification

The person appointed is expected to have:

1. A general awareness of the strategic direction of the College and an understanding of the environment in which it operates.

2. An awareness of the needs of students in 16-19 age range and ability to form good working relationships with them.

3. Good command of written and spoken English.

4. Clear, accurate and rapid handwriting.

5. Good interpersonal, organisational and IT skills.

6. A willingness to take part in development and training, both as a member of a team and as an individual.

7. The ability to use initiative, stay positive, and meet deadlines, even when working under pressure.

8. Evidence of a commitment to equality of rights and opportunities.

NB: The length of exams can vary and you will need to be available for the beginning of each session and for its duration.