



## **THE SACRED HEART LANGUAGE COLLEGE**

**“CONFIDENT IN GOD’S LOVE FOR US  
WE COMMIT OURSELVES TO HIS SERVICE”**

### **JOB DESCRIPTION Exam Invigilator**

This post is subject to the contract of employment between the teacher and the Governing Body of The Sacred Heart Language College and the provisions in the General Guidance on Job Descriptions / Conditions of Service of Teachers as included in the document on Teachers’ Pay and Conditions.

The postholder must have regard to the Roman Catholic character of the School and be committed to supporting and upholding it.

#### **PURPOSE OF POST**

To implement examination procedures and ensure the proper conduct of examination candidates.

#### **TASKS DUTIES AND RESPONSIBILITIES**

1. Distribute appropriate examination papers to candidates
2. Read out examination instructions if required
3. Record examination start and finish times
4. Instruct candidates to begin examinations if required
5. Complete attendance register and seating plan as required
6. Collect candidate cards according to instructions
7. At the end of the examination, collect candidate and question papers in accordance with instructions
8. Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing
9. Ensure silence in the examination room and avoid disruption
10. Ensure that all candidates comply with any instructions
11. Walk around the examination room, ensuring no candidate has forbidden items and removing any found
12. Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Exams Officer or Lead Invigilator
13. When absolutely necessary, escort candidates to the toilet
14. To participate training which will be held at least once a year
15. To comply with individual responsibilities in accordance with the role for health & safety in the workplace
16. Ensure that all duties and services provided are in accordance with the school’s policies
17. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
18. The duties above are neither exclusive or exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.