



QUEEN'S PARK HIGH SCHOOL

Queen's Park High School
Queen's Park, Chester CH4 7AE

Exam Invigilators Required

Are you interested in becoming an Exam Invigilator?

QPHS are looking to recruit reliable and enthusiastic exam invigilators to work within our existing team to assist with the running of all internal and public examinations.

The role would suit applicants who prefer to work flexible daytime hours during term time.

No experience is required as full training will be provided.

For more information please email k.gresty@qphs.co.uk

“Inspiring Individuals • Empowering Minds • Defining Futures”

QUEEN'S PARK HIGH SCHOOL, QUEENS PARK ROAD, CHESTER CH4 7AE

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Headteacher: Lyndsay Watterson MA NPQH

Invigilator duties

- Help to set up the exam room with appropriate signage, stationery supplies, etc.
- Open and distribute exam question/answer papers according to seating plan.
- Help to get candidates into the exam hall in an appropriate manner.
- Ensure correct identification of all candidates.
- Ensure attendance register is completed.
- Deal with candidates not on the register.
- Ensure candidates are aware that they are under exam conditions, remove mobile phones, check pencil cases, and ensure silence in exam room before start of paper.
- Notify candidates of the start of the exam.
- Read erratum notices as notified by exam board.
- Record start and finish times of exams and ensure they can be seen by all candidates.
- Ensure late arriving candidates are briefed, seated and allowed to partake in the exam with the minimum of fuss.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to queries in accordance with exam regulations.
- Supervise any candidates who may need to leave the room in accordance with exam regulations.
- Supervise 'clash' candidates between exams.
- Ensure exam conditions are maintained until candidates are dismissed from room.
- Collect scripts in attendance register order.
- Ensure scripts are never left unattended and are safely delivered to the Exams Officer.
- Assist with packaging of scripts.
- Assist with tidying exam rooms after use, returning any equipment used to the Exams Officer.

JOB DESCRIPTION – EXAM INVIGILATOR

RESPONSIBLE TO:	EXAMINATIONS OFFICER
CORE PURPOSE:	<ul style="list-style-type: none">• To undertake examination invigilation as required for external examinations and internal assessments / tests in accordance with the requirements of the relevant Examination Board, JCQ and the Schools procedures.• To uphold the school ethos and set high standards in all areas of work.
KEY TASKS:	<ul style="list-style-type: none">• To assist with checking, preparation and set up of exam rooms, prior to arrival of students.• To check the identity of candidates, complete attendance registers and distribute examination papers.• To supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.• To assist candidates as appropriate with additional supplies of paper and stationery.• To monitor the efficient timing of the exam to required standards.• To collect, check in and maintain integrity of examination papers at the end of the exam.
Notwithstanding the detail in this job description, the job holder may be asked to undertake other duties as determined by the Head or Line manager, from time to time and up to or at a level consistent with main responsibilities of the job.	

January 2018