

**CHESHIRE EAST COUNCIL****NJC/E/1 JOB DESCRIPTION QUESTIONNAIRE**

<b>JOB TITLE</b>	<b>Exam Invigilator (Secondary School)</b>	<b>JOB REF NO</b>	<b>AAAE5132</b>
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**BASIC JOB PURPOSE**

Undertake examination invigilation as required for KS3, SATs, GCSE, AS and A2 external examinations and internal assessments / tests in accordance with the requirements of the relevant Examination Board and the Schools procedures.

**MAIN RESPONSIBILITIES**

<b>NO</b>	
<b>1</b>	Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils
<b>2</b>	Check identity of candidates, complete attendance registers and distribute examination papers
<b>3</b>	Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
<b>4</b>	Assist candidates as appropriate with additional supplies of paper and stationery.
<b>5</b>	Monitor the efficient timing of the exam to required standards
<b>6</b>	Collect, check in and maintain integrity of examination papers at the end of the exam.
	Notwithstanding the detail in this job description, in accordance with the Schools / Council's Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher / Governing Body from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire East.

**Are there any tasks/duties which the Job Holder carries out only occasionally or at certain times in the year?**

**YES**

On an ad-hoc basis and in the event of more than one invigilator being available the jobholder may undertake the role of reader or writer for a pupil who attends the examination eg with a broken arm.