JOB TITLE	Exam Invigilator (Secondary School)	JOB REF NO	AAAE5132

BASIC JOB PURPOSE

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

MAIN RESPONSIBILITIES

NO	
1	Assist with checking, preparation and set up of exam rooms, prior to arrival of students
2	Check identity of candidates, complete attendance registers and distribute examination papers
3	Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
4	Assist candidates as appropriate with additional supplies of paper and stationery.
5	Monitor the efficient timing of the exam to required standards
6	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 Headteacher / 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 County of Cheshire.

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 student who attends the examination eg with a broken arm.