



TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

Responsibilities of an Exam Invigilator

Main Purpose

To ensure the fair and proper conduct of examinations as set out by exam boards, in an environment that enables a student to perform at their best.

Must be available January-March and May-June.

Specific Duties

To support the Examination Officer and Senior Invigilators with the day-to-day operation of examination venues. This activity will include:

- Assisting with setting up examination venues by laying out equipment and examination papers in accordance with strict procedures
- Closely following and enforcing exam procedures and regulations
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Ensuring that candidates do not talk once inside the examination venues
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty being aware of any needs that candidates may have.
- At the end of the exam, collating and delivering scripts to the Exams Officer or Senior Invigilator in accordance with strict procedures. Collect all unused stationery and ensure the room is left in a tidy condition.
- To assist in other activities as may be reasonably requested.
- To maintain security and confidentiality at all times.

Person Specification

- Ability to co-operate and work as part of a team
- Ability to follow instructions to carry out tasks
- Punctual and reliable
- High level of security/confidentiality awareness
- Friendly and professional attitude