

Role Title	Typically reports to
Casual Exam Invigilator	
Information sources	Date of profile
Agreed by School Working Party Job Evaluation Panel	150711
Purpose of the role (job statement)	
To ensure the fair and proper conduct of examinations / tests according to the school's / examination board's rules, in an environment that enables pupils to perform at their best.	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Invigilate the examination, including dealing with examination irregularities; 2. Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures; 3. Communicate examination procedures to pupils and oversee behaviour; 4. Respond to pupil requests during the examination; 5. Ensure no unauthorised material is consulted; 6. Escort candidates from the location during the examination, such as for toilet breaks; 7. Maintain candidate attendance and absence records; 8. Maintain confidentiality and adhere to safeguarding procedures. 	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> • Knowledge / skills equivalent to invigilate tests and examinations; • Skills for providing information to and supervising pupils before, during and immediately after examinations, overseeing pupil behaviour. 	