



ST ANNE'S CATHOLIC SCHOOL

Job Title: Exam Invigilator
Grade: Hourly Rate £12.65
Hours: *By agreement during formal exam seasons (GCSEs & Mock Exams)*
Contract: Term time only, casual contract

PURPOSE OF THE POST

The purpose of this post is to uphold the integrity and smooth running of all internal and external examinations at St Anne's Catholic School. Exam Invigilators ensure that all assessments are conducted in accordance with regulations, awarding body requirements, and school procedures. You will supervise students during examinations, maintain a calm and supportive atmosphere, monitor behaviour, distribute and collect exam papers, and ensure that all exam conditions are followed strictly. You may also be required to support candidates with Access Arrangements (e.g., acting as a reader or scribe) as directed by the Examinations Officer. Training will be provided annually and must be completed before undertaking any exam session. The post holder is responsible to the Examinations Officer.

KEY TASKS

3 Before Examinations

- Report to and be briefed by the Examinations Officer prior to each session.
- Keep all confidential examination papers and materials secure at all times.
- Assist in preparing exam rooms, laying out stationery and papers according to requirements.
- Admit candidates, ensure correct seating, verify identity, and explain exam protocols.
- Distribute appropriate exam papers and materials.

4 During Examinations

- Maintain a calm, focused environment to support students' best performance.
- Be vigilant at all times, minimizing disruption.
- Supervise students throughout, responding to queries within regulations.
- Record and report any incidents, disruptions, or suspected malpractice immediately.
- Complete attendance registers and record late arrivals or early leavers.
- Escort candidates on supervised breaks or in cases of illness, ensuring rules are upheld.

5 After Examinations

- Instruct candidates on finishing and ensure silence is maintained until papers are collected.
- Collect, collate, and securely return completed scripts and materials in line with strict procedures.
- Dismiss candidates quietly and in accordance with school protocols.

6 Other Duties

- Undertake administrative tasks relating to exam security where required.
- Attend training updates and annual invigilator assessments as required.
- Support Access Arrangements (reader/scribe) where appropriate.
- Any other reasonable duties as directed by the Headteacher or Examinations Officer.