



**Stockport School**

**Exam Invigilator**

**Job Description**

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**Post reports to:**

Examination Officer

**Main Purpose of the job**

To be an invigilator during examinations.

**Summary of responsibility and personal duties**

- Ensure that exam conditions are maintained from the time the students enter the exam venue until they have left the room.
- Opening and distributing papers and any other authorised materials to candidates. Responding to candidates queries in accordance with exam regulations.
- Collecting scripts in correct order.
- Delivering the scripts to a secure area.
- Undertaking such other activities related to the examination work of the school appropriate to the post.