



# Wimbledon College

*125 Years of forming men for others*

## Exam Invigilators

**Salary: £14.73 per hour (£13.15 + £1.58 accrued leave)**

**Hour's ad hoc by agreement**

*Wimbledon College is committed to safeguarding and promoting the welfare of young people. The successful candidates will be subject to an enhanced DBS check.*

**'Wimbledon College is an outstanding school'**

**Diocesan Inspection July 2015**



*A Jesuit school founded in 1892 for improvement in living and learning  
to the greater glory of God and the common good*

## **Exam Invigilators**

The main purpose of this role is to supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

### **Job Specification**

- To ensure a calm environment to give the candidates the best possible exam experience.
- To set up the examination rooms as determined by the Examinations Officer.
- To be aware of any needs that candidates may have during an examination.
- To ensure that no inappropriate/not allowed items are brought into an examination room.
- To ensure that candidates follow regulations of an exam room and to be vigilant at all times.
- Ensure all candidates are aware of the information and of any notice that may affect them.
- To ensure all candidates are seated according to the seating plan provided.
- To ensure all candidates receive appropriate exam question papers and answer papers.
- To record attendance on the appropriate attendance register.
- To ensure that there is no talking or disruption for the candidates once an exam has begun.
- To ensure answer scripts are collected, sorted into candidate number order and supervised as required, passing them safely to the Examinations Officer for dispatch.
- To maintain security and confidentiality at all times.
- To highlight any concerns or issues to the Examinations Officer.
- To assist in other activities as may reasonably be requested by the College from time to time.

### **Person Specification**

- Ability to work to predetermined instructions
- Accuracy and attention to detail
- Ability to work as part of team
- Ability to relate to candidates yet maintain air of authority.
- Ability to communicate clearly and accurately
- Reliability and punctuality
- Common sense and initiative
- Ability to be firm but fair at all times
- Ability to keep calm under pressure