



CHAMBERLAYNE COLLEGE FOR THE ARTS

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Invigilators Required

Would you be interested in becoming an examinations invigilator at Chamberlayne College for the Arts? We are hoping to recruit a number of invigilators to assist us in the running of our internal and external examinations. Full training will be given to the successful applicants.

Role and Responsibilities

As an exam invigilator your role and responsibilities will include:

- ensuring a calm environment which will give students the best possible opportunity to be successful in their exams
- helping to organise students at the start and end of each exam
- helping to provide the correct information and material for successful completion of the exam
- helping to ensure that the conduct of the exam takes place within the guidelines set down by the examination board and the school's Examination Policy
- being vigilant, whilst not disrupting the candidates
- reporting in the event of any discrepancy or irregularity in the progress of an examination directly to the examination officer
- collecting exam scripts in order, by candidate number

Please be aware that this role requires the invigilator to be able to **stand for the duration of the examination and the ability to move around the venue at regular intervals.**

If you feel that this may be of interest to you, please contact info@chamberlayne.org

