



Scalby School

Examinations Office

The Examinations Office consists of the Examinations Manager and 20-25 variable-hours Examination Invigilators. It is a friendly hardworking team of committed individuals.

Relationships between colleagues are excellent and an annual social gathering allows the team to chat freely away from the examinations environment.

Input on developing and improving the working ways of the team are taken on board and many have been implemented. This approach enables the examinations office to keep improving the management of examinations in the school.

The examinations office is a well-placed room on the main corridor of the school, with easy access to main examination rooms and classrooms.

Invigilators work within the examination rooms to ensure the fair and proper conduct of examinations/tests according to the schools and awarding body's rules. They create an environment that enables candidates to perform at their best and deal with candidates' requests and queries during the exam. They ensure accurate records of attendance and absence are kept and ensure the accurate timing of the exams. Invigilators deal with issues that arise and apply discipline procedures where necessary