



Job Title	<b>Invigilators</b>
Department/Institute	<b>Gozo Campus</b>
Reporting to	<b>Gozo Campus</b>
Main Objective	<b>To supervise the examinations and ensure that they are conducted according to the regulations and guide students accordingly</b>

1. Guide students to start and finish exams in a calm way;
2. Guide students to fill required general data;
3. Ensure that examinations are conducted within the MCAST / externally set examinations regulations;
4. Assertive in communicating decisions in a calm manner;
5. Compile reports and report directly to the examination officer in the event of any discrepancy or irregularity;
6. Collect and make sure that answer booklets and examination scripts front general information have been completed correctly;
7. Sort exam scripts by candidate number or any other criteria;
8. Recognize and confirm person taking exam against ID Card or any other form of identification;
9. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.