



MCAST

Job Description

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

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.