



ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



14 March 2024

Dear Families

Ref: Volunteer Exam Invigilator

As a valued member of our school community, we are reaching out to you with an exciting opportunity to become a volunteer exam invigilator and to contribute to the smooth conduct of examinations at our school.

As a volunteer exam invigilator, your role will be to ensure the integrity and fairness of the examination process by monitoring students during their assessments.

You will help maintain a calm and controlled environment, enforce examination rules and regulations, and assist our teaching and support staff, as needed.

No prior experience as an invigilator is necessary and we will provide comprehensive training to all volunteers. This training will cover the necessary procedures, guidelines, and best practices to ensure a smooth and successful examination process. We will equip you with the knowledge and skills required to fulfil your responsibilities with confidence.

If you are interested in becoming a volunteer exam invigilator, or have any questions, please contact Miss Galvin, Office Manager and Exams Officer on om@abbotsleaschool.co.uk

Thank you for your continued support, and we look forward to working together to ensure the smooth conduct of our examinations.

Yours sincerely

Mrs A Hildrey
Headteacher