

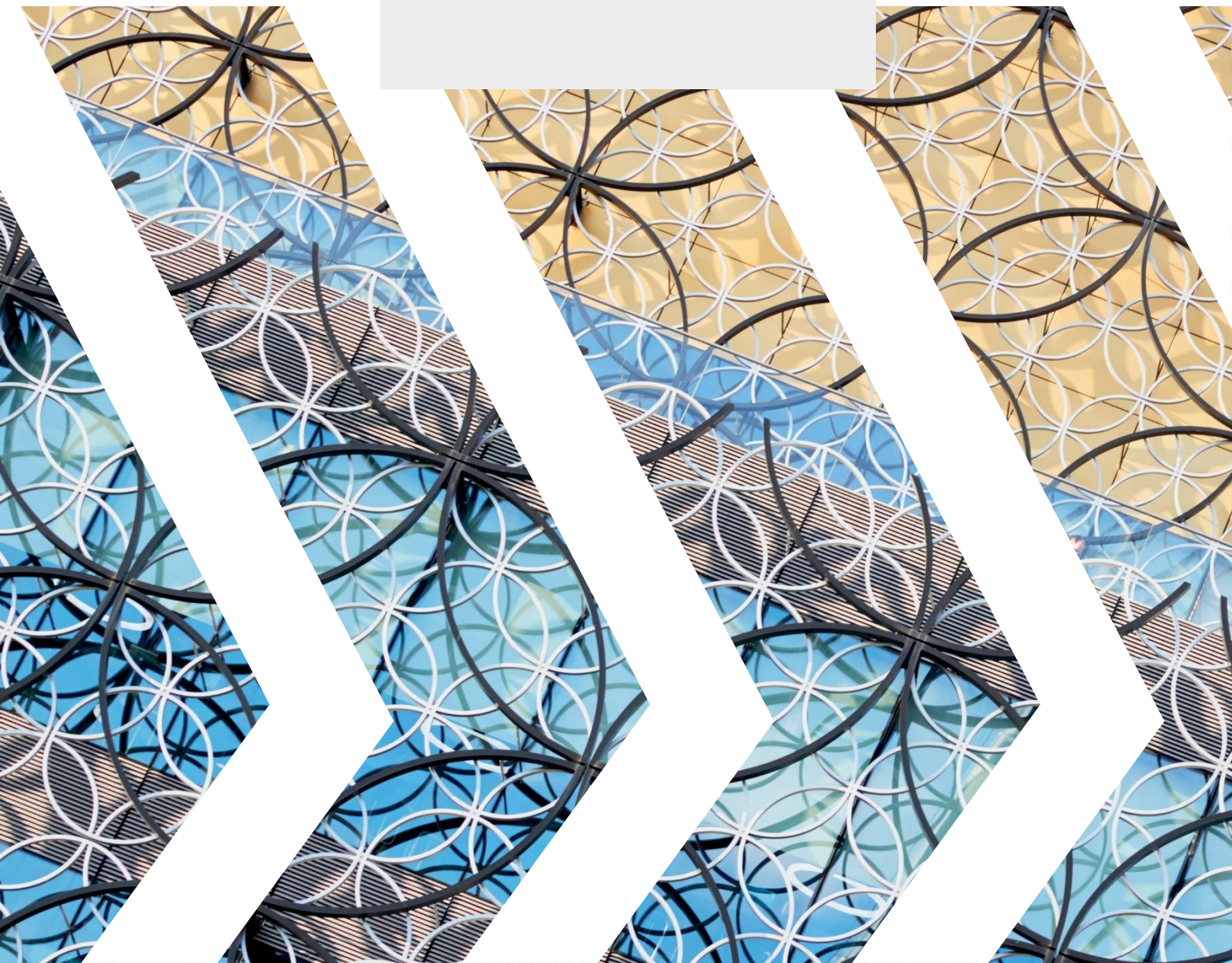


**FAIRFAX**  
MULTI-ACADEMY TRUST



**Exam Invigilator**

**JOB DESCRIPTION**



## JOB DESCRIPTION

### Exam Invigilator

## JOB PURPOSE

The postholder will play a crucial role within the Academy by providing support in running external and internal examinations. Upholding the integrity and security of the examination/assessment process

## MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Reporting to the Exams Office/Lead Invigilator at an agreed time
- Conducting the examinations according to the regulations of the Joint Council for General Qualifications
- To fully understand and comply with Exam Boards & JCQ's Instructions for conducting examinations (I.C.E)
- To assist in preparing the examination room i.e. putting up clocks, start and finish times, notices and seating plans as per Exam Board rules & regulations
- Admitting candidates to the room in a quiet and orderly way
- Being constantly vigilant and aware of student needs whilst the exam is in progress to the exclusion of any other task. Making sure students comply fully with the rules & regulations of the Examination Boards
- Collecting question papers and completed scripts at the end of the exam, in candidate number order and keeping them secure until handed over to lead Invigilator/Examinations Officer
- Returning all confidential materials to the Examinations Officer/Lead Invigilator at the end of the session
- Ensuring the exam room is kept tidy and all materials collected and put away
- To provide additional support to specific pupils with reading, scribing, or prompting as directed by the Examinations Officer or SENCO
- To assist in other activities as may reasonably be requested by the centre from time to time

## GENERAL

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Engage actively in the performance review process
- Perform any other such duties as the Head of Academy may from time to time determine

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I have read and accept this job description

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Review and amendment**

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING FUTURES

**EXCELLENCE.**

DEDICATION.

**AMBITION.**

INTEGRITY.

**TRADITION.**