

Salary:	NJC Pay Scale
Responsible to:	
Date of Job Description:	14/03/2022

Purpose of the Role:

To ensure the fair and proper conduct of examinations / tests according to the school's / examination board's rules, in an environment that enables pupils to perform at their best.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Invigilate the examination, including dealing with examination irregularities;
2. Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures.
3. Communicate examination procedures to pupils and oversee behaviour;
4. Respond to pupil requests during the examination;
5. Ensure no unauthorised material is consulted;
6. Escort candidates from the location during the examination, such as for toilet breaks;
7. Maintain candidate attendance and absence records;
8. Maintain confidentiality and adhere to safeguarding procedures.

Indicative knowledge, skills and experience

- Knowledge / skills equivalent to invigilate tests and examinations;
- Skills for providing information to and supervising pupils before, during and immediately after examinations, overseeing pupil behaviour.

Additional responsibilities for examinations:

- Lead Invigilators are required to be present 1 hour before the start time of the exams.
- Delegate duties to invigilators upon their arrival and at the end of the exam.
- Be the main contact in the exam venue for the other invigilators.
- To start and finish exams in accordance with JCQ regulations.
- To check, with the Exams and Data manager, all exam papers and other necessary stationery needed for the exam(s) is available before invigilators arrive.
- Performing various administration duties involved to ensure the requirements of JCQ, the exam board and the Academy are fully met.
- Being the main point of contact and lead person regarding any emergency situations in the exam venue whilst maintaining the integrity of the examination conditions.