JOB DESCRIPTION

Title: Examination Invigilator

Department/Section: Examinations Team

Reporting to: Head Invigilator/Examinations Team

Liaises with: Staff and students

Main purpose and object of the role:
To provide support to the examination process.

Main duties:
To support the Head Invigilator/Examinations Team with the day-to-day operation of examination venues. This may include (but is not limited to):

* assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures;

* assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;

* offering advice and guidance to unregistered candidates without allocated seats;

* ensuring that candidates do not talk once inside the examination venue;

* invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;

* checking attendance during examinations;

* recording details early leavers and collecting their scripts;

* escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue;

* collecting and collating scripts at the end of the examination in accordance with strict procedures;

* assisting with the preparation of script envelopes;

* supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
Other duties:
To assist the Examinations Team with other examination processes, such as (but not limited to):
* packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
* preparation of seating plans;
* delivering scripts to departmental and school offices.

Working hours:
Between 9:00 and 18:00, however, you might be asked to work outside of these hours.

PERSON SPECIFICATION

Experience
Experience of working or studying in a higher education environment desirable

Specific skills and knowledge
An understanding of examination processes desirable
Effective oral/written communication skills essential
Good numeracy skills essential

Personal attributes
Accuracy and attention to detail essential
Flexible approach to work essential
Ability to relate to academic staff and students essential
Ability to work under pressure and to tight deadlines essential