

## JOB DESCRIPTION

<b>Title:</b>	Exams Invigilator
<b>Department/Section:</b>	Examinations Office
<b>Rate of Pay:</b>	£11.95 per hour
<b>Reporting to:</b>	Head Invigilator / Examinations Office Staff
<b>Liases with:</b>	Academic and Professional Services Staff, fellow invigilators and students

### **Main Purpose and Object of the Role:**

To provide support for the administering and running of invigilated in-person examinations, both computer-based and paper-based.

### **Main Duties:**

To support the Head Invigilator and / Examinations Office with the day-to-day operation of examination venues in line with college regulations and set processes. This may include:

- Checking of exam papers to ensure all required papers are present.
- Assisting with setting up exam venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.
- Assisting with the setup and running of computer-based exams, including logging into exam computer accounts.
- Assisting candidates prior to the start of exam by directing them to their seats and advising them about possessions permitted in exam venues.
- Making announcements to students informing them of the rules within the exam venue and how to complete their answer sheet/booklet.
- Advising unregistered candidates without allocated seats.
- Ensuring that candidates adhere to the rules within the exam venue: do not talk, mobile phones in bag, no hats, etc.
- Invigilating during exams, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.

- Supervising candidates whilst outside the examination venue as and when required (toilet breaks, rest breaks lunch breaks, etc).
- Collecting and collating exam scripts at the end of the examination in accordance with strict procedures.
- Assisting with the preparation of script marking envelopes.
- Supervising candidates leaving the exam venues ensuring equipment or stationery is not removed and candidates leave in an orderly and quiet manner.

The above list of responsibilities is not exhaustive, and you will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope of this position, as directed by the Head Invigilator or Examinations Office Staff.

**Working hours:**

The working hours will differ between exam session, and the specific timings will be displayed on the booking system when invigilators sign up for individual exam sessions. However, for the three main examination periods (January, May and August) the core hour would normally be from around 8.00am until 6.00pm inclusive of a 30-minute lunch break (unpaid), but exact timings will be specific for each period.

### PERSON SPECIFICATION

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**Liases with:** Academic and Professional Services Staff, fellow invigilators and students

Experience	Essential / Desirable
Previous experience of following set procedures and instruction	Essential
Previous experience of working or studying in a Higher Education institution	Desirable
Previous experience of invigilating exams at a Further or Higher Education institution	Desirable
Previous experience of working with confidential data and paperwork and maintaining security of the information	Desirable
Specific Skills & Knowledge	
Effective oral communication skills	Essential
Effective written communication skills	Essential
Good numeracy skills	Essential
Awareness of what makes an appropriate examination environment	Essential
Competent and confident computer user	Desirable
Knowledge and understanding of examination processes and regulations	Desirable
Personal Attributes	
Pro-active 'can do' attitude to work	Essential
Accuracy and attention to detail	Essential
Confidence in challenging behaviour which is not in accordance to what is expected of the student in an exam venue	Essential
Flexible approach to work tasks and timings	Essential
Ability to work under pressure and to tight deadlines	Essential
Ability to maintain awareness of vigilance throughout a long period of quiet with the exam venue	Essential