**Examination Invigilator**

**Service Area/Centre:** IT/MIS

**Hours:**  **Variable** – availability to be provided by Invigilators on a 3-month renewal basis, hours to be between 08:00-17:00 particularly in the months of January, May, June and potentially July.

The majority of hours allocated will be in these 4 months.

There will also be some evening work 17:00-21:00

It may be necessary from time to time to work out of normal working hours including weekends.

**Salary:** £9.79 per hour plus £1.47 per hour holiday pay

**Reference Number:** Inv2023

**Responsible to:** Examination, Registry and Reception Manager

**The Position**

You will be part of a team of casual Invigilators responsible for ensuring the fair and proper conduct of examinations both paper-based and online in an environment that enables students to perform at their best.

**Main Duties and Responsibilities**

1. Setting up examination rooms by displaying all notices, laying out examination question papers and stationery in accordance with strict procedures
2. Closely following and enforcing examination procedures and regulations
3. Making clear announcements to students at the beginning of examinations regarding the regulations of the examination
4. Ensuring candidates do not talk once inside the examination room
5. Checking the identity of candidates in the examination room
6. Completing the attendance register and seating plan
7. Supervising the candidates at all times to prevent cheating and distractions
8. Dealing with queries raised by students during the examination and dealing with examination irregularities in accordance with procedures
9. Ensuring students with clashes or access arrangements (e.g. extra time) are administered correctly during the examination session
10. Escorting students on toilet breaks, ensuring no unauthorised material is consulted and that examination regulations are observed at all times
11. Collecting and collating all scripts, unused stationery and question papers before candidates leave the examination room
12. Delivery of examination materials to and from examination rooms as appropriate
13. Reading and/or scribing for candidates with learning support needs.
14. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure
15. Any other duties commensurate with the post

Author: Examination, Registry & Reception Manager Date: January 2023