

JOB DESCRIPTION

Title: Examination Invigilator
Department/Section: Examinations Office
Reporting to: Examinations Officer
Liaises with: Academic staff and students

Main Purpose and Objective:

To provide support to the examination process.

Specific Duties:

To support the Exams Officer with the day-to-day operation of examination venues. This activity may include:

- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict 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 examination venues;
- 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 of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- 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.

PERSON SPECIFICATION

Experience

Experience of working or studying in higher education environment desirable

Specific skills and Knowledge

An understanding of examination processes desirable
Effective oral/written communication skills essential
Numeracy 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