**Job Description**

**Position:** Exam Invigilator

**Faculty/Service**: Faculty of Health and Wellbeing

**Reference**: TS/EI

**Grade**: Hourly rate

**Status**: Fixed-Term

**Hours**: Variable

**Reports to**: Head of School (or designated nominee)

**Main Purpose:** To take responsibility for an examination session (both paper based, and computer based) in the presence of candidates, including acting as reader, scribe or prompter, meeting appropriate examination board rules and regulations. To deal with emergencies and report all incidents and malpractice to the Head of School. To ensure the needs of the candidates are met throughout the examination.

To ensure and take ownership that paper/s are collected/distributed from the secure room and scripts are collected/despatched to the appropriate body.

**Principal Duties and Responsibilities:**

1. To lead and take ownership of examinations on any given day/s, including administration duties as instructed by the Examination Officer.
2. To invigilate all types of examinations, written, on-line and mocks.
3. To ensure the examination room is set-up (this includes PCs/laptops) to meet full instructions for conducting examinations.
4. To act as reader, scribe or prompter.
5. To ensure all students are settled in a calm environment and candidates are aware of pre-exam start information and erratum notices, this includes starting the examination.
6. To ensure candidates are not helped in any way in completion of their examination papers and all devices are excluded from the examination room.
7. To ensure at all times the safe custody of question papers, scripts and any other examination material.
8. To deal with emergencies and report all incidents and malpractice to the Head of School
9. To chaperone clash candidates.
10. To meet University Assessment and Exam regulations / rules and regulations and relevant processes and procedures.
11. To attend CPD and refresher invigilator training.
12. Take on any other duties commensurate with the role.
13. To treat everybody with whom you come into contact with dignity and respect, and to actively promote an inclusive attitude.
14. To participate and engage in staff development activity and continuous professional development.
15. To adhere to and promote confidentiality in line with corporate and statutory requirements.
16. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University’s Equal Opportunities policy and Dignity at Work policy at all times.

**Notes:**

All post holders are required to work flexibly and to work across the University as demand necessitates.

This is a description of the requirements of the post as it is presently constituted. It is the University’s practice to periodically review job descriptions and if necessary to update them to incorporate changes and ensure that they accurately reflect the duties to be performed. The review process will be conducted jointly by the relevant manager in consultation with the post holder.

**Person Specification**

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| **Position:** | Exam Invigilator |  | **Ref:** TS/EI |
| **School/ Service** | Faculty of Health and Wellbeing | Priority |  |
| **Criteria** | **(1/2~~)~~** | **Method of Assessment** |
| **1 Qualifications** |  |  |
| 1 a) Excellent Written English and Reading Skills, GCSE English Grade C or above or equivalent | 1 | CV / Documentation |
| **2 Skills**  |  |  |
| 2 a) Excellent communication and interpersonal skills | 1 | CV / Assessment |
| 2 b) Excellent customer service skills | 1 | CV / Assessment |
| 2 c) Able to work on own initiative and problem solve | 1 | CV / Assessment |
| 2 d) Able to organise and supervise large numbers of people and/or students | 1 | CV / Assessment |
| 2 e) Able to understand and comply with formal rules and regulations | 1 | CV / Assessment |
| **3 Experience / Knowledge** |  |  |
| 3 a) Experience of applying formal rules and procedures, preferably within an education setting.  | 1 | CV / Assessment |
| 3 b) Experience of working in a customer-facing role. | 1 | CV / Assessment |
| 3 c) Experience of working in a role which requires confident communication, accuracy and attention to detail.  | 1 | CV / Assessment |
| 3 d) Experience of managing large groups and maintaining authority under pressure.  | 1 | CV / Assessment |
| **4 Personal Qualities** |  |  |
| 4 a) A polite and professional manner and excellent customer service skills. | 1 | Assessment |
| 4 b) Sensitive to individual needs and cultural differences. | 1 | Assessment |
| 4 c) Able to work unsupervised and exercise judgement and initiative under pressure. | 1 | CV / Assessment |
| 4 d) Enthusiastic and committed to student success.  | 1 | Assessment |
| 4 e) Organised and structured approach to working with the ability to follow instructions. | 1 | Assessment |

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| **5 Other** |  |  |
| 5 a) Willing to undertake additional training. | 1 | Assessment |
| 5 b) Commitment to the University’s policy on equal opportunities and diversity. | 1 | Assessment |
| 5 c) Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and the Bribery Act, Prevent and commitment to the University’s policy on equal opportunities and diversity | 1 | Assessment |
| 5 d) Awareness of the requirements of Health & Safety within the work environment | 1 | Assessment |
| 5 e) Able to cope with the physical demands of the role | 1 | Medical Clearance |