

JOB DESCRIPTION



Title: Examinations Invigilator
Department/Section: Examinations Team
Reporting to: Examinations Officer / Senior Invigilator

Main Purpose and object of the role:

To provide support to the examinations process

Main Duties of the role:

To support with the day – to day- operation of examinations venues (This may include but not be limited to):

- Assisting with setting up examinations venues by laying out stationery, equipment and examinations 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
- 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
- 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
- Supervising candidates leaving examinations venues, ensuring that candidates leave venues in an orderly and quiet manner

Other duties of the role:

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 the examination venues as appropriate

Working Hours:

8:30am until 16:30pm

Person Specification

Experience

Experience of working with students in an education setting Desirable

Specific skills and knowledge

An understanding of examination processes Essential
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