Invigilator

About the role

To oversee exams in progress either within the home of a student or at an Additional (small) Exam Centre on a one to one basis.

The role holder will complete the identity checks of students sitting their exams, complete reports for each exam taken and maintain the security and safety of question papers and exam materials before and after the exam.

Invigilation during the exam includes ensuring rules and regulations are adhered to, maintaining effective supervision of the student during their exam time and accurate timekeeping.

Key responsibilities

- To Contact the student before the exam (home exams only) to confirm arrangements and ensure the student is aware of any additional requirements in place such as extra time, rest breaks, software and question paper adjustments.

- To arrive at the exam venue in advance of the allocated start time of the exam (minimum 15 minutes), ensuring the exam room is suitable for the exam to take place.

- To check that all materials, including the question paper, are available and that any equipment is working (including laptops and specific software if applicable).

- To deliver the exam rules, start and finish times in a clear and concise manner and make sure the student is informed of any specific instructions relating to the exam or question paper.

- Maintain vigilance and efficient timekeeping during the exam and make sure any rest breaks are correctly recorded and the time adjusted appropriately.

- Complete the student identity check and attendance record.

- Ensure there is no talking or disruption during the exam.

- Able to resolve issues and student queries before, during and after the exam according to the policy and instructions in the Invigilator’s Handbook.

- Ensure constant, effective and sensitive supervision of the student throughout the exam session.
• Complete an Invigilator report at the end of each exam session and report all instances of irregularity, misconduct or other unusual circumstances in accordance with the University’s invigilation instructions.

• Maintain absolute confidentiality regarding the content of the exam script, the circumstances and details of the students.

• Securely dispatch all exam scripts after the exam has been completed in accordance with the University’s instructions.

**Skills and experience**

• Commitment to personal development.

• Excellent oral and written communication skills.

• A positive customer-focused approach.

• Working quickly, proactively and appropriately when under pressure to meet strict deadlines.

• Understanding and applying detailed written instructions.

• Determined to maintain strict confidentiality, and high standards of security.

• Ability to maintain discipline whilst being firm but fair.

• Skilled at maintaining concentration for several hours at a time.

• Knowledge of and commitment to equal opportunities and diversity.

• Committed to the achievement of the students and to the University.

• Take personal responsibility for tasks with accuracy and attention to detail.

• Aptitude for problem solving.

• Attention to detail and to maintain accurate records.

• Willingness to work extended exam session times if required.

• Able to travel to exam sessions at a student’s home address.