

JOB DESCRIPTION

Title: Examination Invigilator

Reporting to: Lead Invigilator

Main Purpose and Object:

To provide support to the examination process.

Specific Duties:

To support the Lead Invigilators with the delivery of in-person examinations.

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;
- 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;
- reporting issues or irregularities to the Lead Invigilator;
- 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 final script count and preparation of script boxes;
- 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 a 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 work under pressure

essential