

JOB DESCRIPTION

Job Title:	Exam Invigilator
Department / Unit:	
Job type	Professional Services - Casual
Grade:	2
Accountable to:	Student Administration
Accountable for:	n/a
Purpose of the Post	
To ensure the fair and proper conduct of examinations that enables candidates to perform at their best by providing operational support to the Exam Venue Supervisor	
Key Tasks	
<p>The main responsibilities of the post are:</p> <p>Supporting the Exam Venue Supervisor and following any instructions given. These include, but are not limited to:</p> <ul style="list-style-type: none"> • 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; • checking attendance during examinations; • escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues; • invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures; • collecting and collating scripts at the end of the examination in accordance with strict procedures. • Supporting the exam venue supervisor in order to maintain exam venue conditions and follow appropriate procedures throughout the duration of the exam. • Being alert to possible examination offences and incidents, following appropriate procedures if an exam offence is suspected or an incident occurs in the exam venue. 	
Other Duties	

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- The Exam Office Staff
- Student Administration Managers
- Student Administration Staff
- Students

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Department:[As required]

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to GCSE Level	X		
Previous Exam Invigilation experience		X	Application form
Good proficiency in verbal and written English			Application form
Skills and Abilities	X		Application form
Excellent time management skills	X		Application form
Reliable and punctual	X		Application form
	X		Application form
Ability to adhere to regulations and procedures	X		Application form
Ability to work as part of team	X		Application form
Ability to work with accuracy and speed	X		Application form
Ability to work under pressure	X		Application form
A professional approach and manner	X		Application form
Experience			
Experience of working in a scientific facility		x	Application form
Other requirements			
Occasional late evening working as required		X	Application form