



Please read the following carefully before submitting your application.

## Dates & Duration of Exam Sessions

Exams will take place from **Tuesday 30 April to Friday 31 May 2019**. There are two exam sessions per day, commencing at 09.30 and 14.00, usually lasting for 2 or 3 hours per session.

When indicating your availability on your application form, please be sure that you are available for the whole morning and/or the whole afternoon. You will be expected to arrive before the exam starts and you will be expected to stay after the exam has ended. You will be paid for the hours worked, including time before and after the exam, as required by your role (details in the descriptions below).

Exam Access Arrangement exams may last longer than 3 hours and will be dealt with on a case-by-case basis.

## Job Descriptions

Post Title:	Exam Invigilator – Casual Post
Salary/Pay:	£9.85 per hour – inclusive of London Allowance
Holiday Pay:	1 hour for every 8 hours worked – pro rata
Responsible to:	Student Administration
Responsible to:	Exam Venue/Exam Access Arrangements Supervisor in the Exam Venue

Invigilators are required to arrive in time to start work 15 minutes before the start time of an exam and to stay for 15 minutes after the exam. Except in exceptional circumstances, you will not be paid for more than 15 minutes before or after the exam.

## **Personal and interpersonal qualities:**

- Invigilators are expected to be, reliable, punctual, diligent, good communicators and to remain calm under pressure

## **The key duties of an invigilator include:**

- Supporting the Exam Venue Supervisor and following any instructions given. These include but are not limited to:
  - Assisting the Exam Venue Supervisor at the start and end of the exam to set out and collect exam papers, question papers, stationery, etc.
  - Escorting students outside of the venue (e.g. for a toilet break/ if they feel unwell) to ensure exam conditions are maintained.
  - Assisting with student enquiries during the examination.
- Supporting the exam venue supervisor in order to maintain exam venue conditions throughout the duration of the exam.
- Being alert to possible examination offences, following appropriate procedures if an exam offence is suspected.

## Supervisory & Exam Access Arrangements Roles

We also require a limited number of Supervisory and Exam Access Arrangement (EAA) roles.

Venue Supervisors are in charge of the main exam venue sites. Exam Access Arrangement roles involve working with candidates who have additional exam requirements due to specific learning difficulties, disabilities or medical conditions.

Post Titles:	Exam Venue Supervisor – Casual Post Exam Venue Access Arrangements Supervisor (EAA role) – Casual Post 1—1 Venue Supervisor (EAA role) – Casual Post Amanuensis – Casual Post
Salary/Pay:	£10.53 per hour – inclusive of London Allowance
Holiday Pay:	1 hour for every 8 hours worked – pro rata
Responsible to:	Student Administration

### **Personal and interpersonal qualities:**

Individuals in supervisory or exam access arrangement roles are expected to be dedicated, reliable, punctual, diligent, good communicators, and remain calm under pressure. It is expected that individuals applying for these roles have previous relevant experience.

**New invigilators will not be considered for supervisory roles unless evidence of previous experience is provided.**

### **The Key Duties of all Supervisory and Exam Access Arrangement Roles include:**

- Responsibility for ensuring all exam procedures are followed.
- Responsibility for maintaining examination conditions throughout the exam session.
- Responsibility for collection of the exam pack from Student Administration, setting out the exam venue and starting the exam, following the correct procedure.
- Responsibility for overseeing and invigilating the exam for the duration of the session including overseeing any invigilators in the venue.
- Responsibility for finishing the exam, collecting the exam papers and candidates scripts and returning these to Student Administration.
- Being alert to possible examination offences and reporting these to Student Administration as they arise.
- Dealing with exam incidents/exam paper queries in liaison with Student Administration.
- Ensuring all incidents, exam paper queries and examination offences are properly recorded and submitted to Student Administration.

### **Role Specific Information:**

- **Exam Venue Supervisor:** This role is responsible for running an exams session in a main exams venue. This individual will need to arrive 45 minutes to 1 hour before the exam and will be required for 45 minutes to 1 hour after the exam has ended to complete the process.
- **Exam Access Arrangements Venue Supervisor:** This role is responsible for running an exams session in an Exam Access Arrangements venue, where the students have additional requirements due to learning or medical conditions. Included in the role will be the monitoring of pre-approved exam access arrangements (extra time, rest breaks, etc.). Due to the extra time permitted for some students, these exams usually

continue longer than the set 2 or 3 hour duration of the exam. Exam Access Arrangements Supervisors are required to arrive 30-45 minutes before the exam is scheduled to start.

- **1-to-1 Venue Supervisor:** In this role you will be required to oversee an exam for a single student who cannot take the exam with the main group of students and may have additional requirements. Included in the role will be the monitoring of pre-approved exam access arrangements (extra time, rest breaks, etc.). 1-to-1 Supervisors will need to arrive approximately 30 minutes before the exam is scheduled to start. **Reader:** You may be expected to act as a 'Reader' for the student during this exam. This may involve reading the exam paper and questions to the student and reading the student's written responses back to them. **Computer Use:** An increasing proportion of exam access arrangements include the use of a computer. You would be responsible for setting up the laptop at the start of the exam and for saving a copy of the exam script onto a USB stick at the end of exam. Training will be provided.
- **Amanuensis:** In addition to the duties of the 1-to-1 Venue Supervisor, as outlined above, the Amanuensis is responsible for providing an accurate and legible record from the personal dictation of a student in examinations. Amanuenses may be asked to draw diagrams and read back material to the student on a one-to-one basis. An amanuensis should be able to write legibly and at a reasonable speed. A computer may be provided if required by the student and in these circumstances the amanuensis will be asked to type the dictation.

### Selection & Training

The closing date for applications is **midnight on Sunday 10 February 2019**. If your application is successful, you will be notified by Friday 15 February 2019.

All successful applicants, both new and returners, will be required to attend a mandatory training session prior to commencing work. The training sessions have been set for **Thursday 11 April** and **Tuesday 16 April 2019** at 2pm for Invigilators and 3.15pm for all Supervisory Roles. You will only need to attend one of these training sessions and you will be paid a **session fee** of £9.85 for your time.

At the training session you will receive your final timetable for the exams you have been scheduled to cover. You will also receive detailed instructions for your role(s), an exams site map, an ID badge, and weekly time sheets.

### Individual Timetable

Your individual timetable will be created based on the information you provide on the Application Form. Please be sure that you are available for the whole morning and/or the whole afternoon, as you will be expected to arrive before the exam starts and you will be expected to stay after the exam has ended.

**If your availability changes after you have submitted your application form, please contact Student Administration as soon as possible: [student-administration@royalholloway.ac.uk](mailto:student-administration@royalholloway.ac.uk)**

### Stand-By Invigilators and Supervisors

It is extremely important that exam sessions are properly covered by Invigilators and Supervisors, therefore we strongly discourage cancellations. If you are unable to cover a session that has been assigned to your individual timetable, please inform Student Administration immediately as a replacement invigilator/supervisor will have to be found.

To aid us in quickly securing replacement invigilators/supervisors, we keep a stand-by list of people who are willing and able to be contacted at short notice. Please indicate on the application form if you are able to cover exam sessions at short notice and are willing to join the stand-by lists. This can be a good way of picking up additional shifts.

### Contract & Right to Work Check

Successful applicants will be emailed a contract for their role(s). This contract will cover the Exam Period. Please note that if you are employed on a student Tier 4 visa there are limitations on the number of hours you are allowed

to work in a given week, these must be adhered to. You must not accept work from the College that will take you over the maximum limit of 20 hours per week. This cannot be 'averaged' over different weeks.

In order to comply with changes to UK legislation and regulations, it is no longer possible for our HR department to keep contracts active if an individual does not work for the College in between exam periods. As a result, **ALL** successful applicants must complete a New Starters form and have their right to work document (if they are not currently employed under another contract at the College). New Starters forms must be completed and submitted as soon as possible either to Student Administration prior to the training session (11 or 16 April).

We are required by law to see proof of your right to work documentation (even if you have worked for the College in the past). Failure to return a completed form and bring suitable ID will prevent you commencing your employment. Suitable ID includes a current passport (with a valid visa where applicable) or a current national ID card if you are an EU citizen. **If you are a current student of the College, you must also bring your Student ID card.**

There will be a scheduled drop-in session scheduled where you can bring in your documentation. You must have had your documents checked **before** the training sessions. Further information about the drop-in session will be circulated nearer the time.

#### **Method of Payment – Non-Tier 4 Applicants**

You will be responsible for maintaining a weekly timesheet of the hours you have worked. Paper timesheets must be signed at the end of each exam session by the Exam Venue Supervisor for Invigilators and by Student Administration for Supervisors. All paper timesheets must be handed in to the Student Administration Centre at the end of the exams period. You should make copies of your timesheets for your own reference.

You will also need to complete and submit an online timesheet, via the College's MyView system, to claim payment for the hours worked. **Paper and online timesheets can be submitted from Monday 27 May 2019.** All paper timesheets must be submitted by **Friday 31 May 2019** and **MyView** timesheets must be submitted by midnight on **Sunday 2 June 2019** for payment to be made at the end of June. Payment will be made by bank transfer.

Every effort will be made to authorise timesheets submitted between 27 and 31 May in time for the June payroll, but this is not guaranteed. Any paper timesheets submitted after 31 May will be paid in the July payroll.

#### **Method of Payment – Tier 4 Applicants**

You will be responsible for maintaining a weekly timesheet of the hours you have worked. You must not accept work that will put you in breach of your visa restrictions (Max. 20 hours).

Paper timesheets must be signed at the end of each exam session by the Exam Venue Supervisor for Invigilators and by Student Administration for Supervisors. All paper timesheets must be handed in to the Student Administration Centre on a **weekly basis**. You should keep copies of your timesheets for your own reference.

You will also need to complete and submit an online timesheet, via the College's MyView system, to claim payment for the hours worked. These can also be submitted on a weekly basis or you can submit the timesheets in one go at the end of the exam period. All online timesheets must be submitted by **Sunday 2 June 2019** for payment to be made at the end of June.