

JOB DESCRIPTION

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| Job Title: | Exam Invigilator |
| Department / Unit: | Student Administration |
| Job type | Casual |
| Grade: | RHUL 2 |
| Accountable to: | Student Administration |
| Accountable for: | n/a |
| Purpose of the Post | |
| We are seeking to appoint Casual Invigilators to assist with examinations at the College. Successful candidates are expected to be reliable, punctual, diligent, good communicators and to remain calm under pressure. | |
| 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

Admin Services:

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

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