

JOB DESCRIPTION

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| Job Title: | Exam Venue Supervisor – Casual Post Exam Venue Access Arrangements Supervisor (EAA role) – Casual Post 1—1 Venue Supervisor (EAA role) – Casual Post |
| Department / Unit: | Student Administration |
| Job type | Casual |
| Grade: | RHUL 3 |
| Accountable to: | Student Administration |
| Accountable for: | Invigilators |
| Purpose of the Post | |
| <p>We are seeking to appoint Exam Supervisors to assist with examinations at the college. Successful candidates are expected to be reliable, punctual, diligent, good communicators and to remain calm under pressure. It is expected that individuals applying for these roles have previous relevant experience.</p> <p>The main responsibilities of the post are:</p> <ul style="list-style-type: none"> • 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. | |

Key Tasks

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.

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.