INVIGILATOR APPLICATION INFORMATION 2023-24

Please read the following carefully before submitting your application.

Dates & Duration of Exam Sessions

The Dates of the 2023/24 Exams sessions are:

Spring Term  4 – 8 January 2024
Summer Term  29 April – 31 May 2024
Summer Vacation  End of August/Beginning of September 2024 (Dates TBC)

There will be two exam sessions per day, commencing at 09:30 and 14:00. A session can vary from 1 hour to 3 hours, depending on the exams being sat that day.

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

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Exam Invigilator – Casual Post</th>
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<tbody>
<tr>
<td>Salary/Pay:</td>
<td>£12.35 per hour – inclusive of London Allowance</td>
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<tr>
<td>Holiday Pay:</td>
<td>1 hour for every 8 hours worked – pro rata</td>
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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 when assisting in the Sports Hall, where you will be required 30 minutes prior to and after the exam). Except in exceptional circumstances, you will not be paid for more than 15 minutes before or after the exam (or 30 minutes for the Sports Hall).

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 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.

**Selection & Training**

The closing date for applications is **Sunday 5 November 2023**. If your application is successful, you will be notified by **Friday 10 November 2023**.

All successful applicants will be required to attend a mandatory training session prior to commencing work. The training session has been set for **Tuesday 12 December 2023**. You will be paid a **session fee** of £12.35 per hour for your time.

At the training session you will receive detailed instructions for your role(s) and an ID badge.

**Individual Timetable**

Once your application has been accepted, we will contact you in November to request your availability for the exam period in January. This is to try and capture the most up-to-date information possible. Your individual timetable will be created based on this information you provide us. 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 availability, please contact Sarah Cowen as soon as possible: sarah.cowen@rhul.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 can 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 all three assessment periods in the 2023-24 academic year. 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 each 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.

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 at the University, you must also bring your Student ID card.**

There will be a drop-in session scheduled where you can bring in your documentation. You must have your documents checked at this time. Further information about the drop-in session will be circulated in November.

**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. All paper timesheets must be handed in to
the Student Administration Exams Office 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 My View system, to claim payment for the hours worked. Deadlines for payment submissions will be confirmed in the training session.

**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. All paper timesheets must be handed in to the Student Administration Exams Office 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 My View system, to claim payment for the hours worked. These can be submitted in one go at the end of the exam period. Deadlines for payment submissions will be confirmed in the training session.