JOBS DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Exam Invigilator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Student Administration</td>
</tr>
<tr>
<td>Job type</td>
<td>Casual</td>
</tr>
<tr>
<td>Grade:</td>
<td>2</td>
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<tr>
<td>Accountable to:</td>
<td>Student Administration</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>n/a</td>
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Purpose of the Post

We are seeking to appoint Casual Invigilators to assist with examinations at the University. Successful candidates are expected to be reliable, punctual, diligent, good communicators and to remain calm under pressure. Previous experience in a similar role is useful but not essential. Full training will be given.

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)

Candidates would need to available from 9:15 am for morning exam sessions and 1:45 pm for afternoon sessions. Shift end times vary according to the length of the exams.

Candidates are expected to be able to commit to a minimum (average) of 2 sessions per week during exam periods.

Key Tasks

The main responsibilities of the post are:

Supporting the Exam Venue Supervisor and following any instructions given. These include, but are not limited to:

- 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 students have the correct ID before entering the exam venue.
- 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 and following instruction from the exam venue supervisor and exam office staff 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.

Other opportunities such as invigilation in Department led exams may occur throughout the year.

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
- School Administrative Staff
- Students