

**Exam Invigilator**

**Main purpose of the job:**

To provide support to the examination process.

**Main Duties:**

To support the Head Invigilator/ Examination Team with the day-to-day operation of examination venues. This may include (but not limited to):

* assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures;
* assisting candidates prior to the start of examination by directing them to their seats and advising them about possessions permitted in examination venues;
* offering advice and guidance to unregistered candidates without allocated seats;
* ensuring that candidates do not talk once inside the examination venue;
* invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
* checking attendance during examinations;
* recording details for early leavers and collect their scripts;
* escorting candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue;
* collecting and collating scripts at the end of the examination in accordance with strict procedures;
* assisting with the preparation of script envelopes;
* supervising candidates leaving the examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave in an orderly and quiet manner;

 **Other duties:**

To assist the Examination Team with other examination processes, such as:

* packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
* preparation of seating plans;
* delivering scrips to departmental and school offices.

**Person specification desirable:**

* An understanding of examination processes
* Effective oral/written communication skills

**Skills and knowledge, essential:**

* Good numeracy skills
* Accuracy and attention to detail
* Flexible approach to work
* Ability to relate to academic staff and students
* Ability to work under pressure and to tight deadlines