

**Examinations Invigilator**

**GRADE 2**

**Job Purpose**

To ensure examinations are carried out in accordance with University regulations and procedures.

**Main Duties and Responsibilities**

To carry out clearly defined invigilation tasks as set out by the Registry Examinations Team. This will take place at venues across the University Campus’s and involve main venues, separate rooms and computer clusters.

Duties include but are not limited to the following:

1. Assist with the set-up of examination venues in accordance with University procedures, ensuring all confidential documentation is stored securely at all times.

1. Assist students prior to the start of the examination by directing them to their seats and advising them of regulations relating to examination conditions.
2. Read out pre-prepared announcements to students during the examinations.
3. Check attendance and actively patrol and monitor examinations of up to 500 students, ensuring University regulations and procedures are observed.
4. Escort students from venues during examinations as required and supervise them whilst they remain outside the venue.
5. Deal with issues and irregularities in an effective and efficient manner, seeking advice from colleagues where appropriate.
6. Accurately record suspected breaches of University examination regulations and where necessary, confiscate prohibited material from students.
7. Collect and count all materials at the end of each examination in accordance with University procedures. Accurately complete all Registry paperwork and return it securely to The Registry Examinations Team after each exam.
8. Supervise the departure of students from examination venues, ensuring they leave in an orderly and quiet manner and that examination materials are not removed without authorisation.
9. Participate in training relevant to the role. Actively check University email account and Invigilation website for updates and information. Record availability for work by the published deadlines, prior to each examination deadline.
10. Carry out other appropriate Registry duties as required.

**Qualifications**

Either: Prior work experience with the ability to demonstrate the competencies required to undertake the duties associated with this level of post, or minimum Scottish Credit and Qualification Framework Level 3 in English and Mathematics (National 3) or equivalent.

**Knowledge, Skills and Experience**

* A confident, professional and flexible approach to work with an emphasis on reliability and strong attention to detail.
* Ability to demonstrate basic IT skills such as the use of Microsoft Office packages (Word, Excel, Outlook).
* Ability to deliver clear instructions and information both verbally and in writing.
* Ability to work using initiative, reacting calmly to unexpected situations and resolving issues within the framework of the University regulations and Registry procedures.
* Good observational skills and the ability to remain focused for long periods of time (2-4 hours) whilst patrolling large examination venues
* Ability to follow regulations and defined procedures within strict timescales.
* Ability to demonstrate organisational skills, particularly where priorities compete.
* Experience of working independently and as part of a team.