

JOB DESCRIPTION

Job Title:	Examination Invigilator (Casual)	Grade:	
Department:	Faculty of Engineering and Science	Date of Job Evaluation:	
Role reports to:	Examination Team		
Direct Reports	None		
Indirect Reports:			
Other Key contacts:	Faculty Staff and Students		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

To ensure that examinations, in both paper based and computer-based exam formats, are carried out in accordance with University regulations, and to provide candidates with a positive and supportive, yet strict exam experience.

KEY ACCOUNTABILITIES:

- To support the Examinations Team with the day-to-day operation of examination venues
- To ensure that candidates are aware they are under exam conditions, retrieve mobile phones, MP3 players, etc.
- Assist with candidate entry into the room, check ID, set the tone and ensure students enter quietly and efficiently
- To open and distribute papers and other authorised materials to candidates
- Ensure that candidates have correct papers
- Be vigilant at all times during the exam
- Collect all scripts and associated materials at the end of each exam and ensure that there are no missing scripts
- Supervise candidates in quiet and unobtrusive manner, respond to candidate queries in accordance with exam regulations and distribute additional paper/equipment as required
- Record and notify the Lead Invigilator/Exams Officer of academic offences in line with University policy
- Supervise candidates held in quarantine before or after exams
- Check registers against scripts and collate scripts in attendance register order
- Ensure scripts are not left unattended.
- Arrive on time for the requested session

- To attend training, refresher or review sessions as required.
- To undertake, where required and where able, other duties requested by the Exams Manager/Officer, for example:
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader, scribe
 - Exams-related administrative tasks

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Faculty of Engineering and Science delivers the required level of service.

KEY PERFORMANCE INDICATORS:**KEY RELATIONSHIPS (Internal & External):**

Examinations Team
Exams Officer
Faculty Academic Staff

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> No essential experience is required. <p>Skills</p> <ul style="list-style-type: none"> Effective oral/written communication skills. Attention to detail. Be vigilant. Ability to work well as part of a team. <p>Qualifications</p> <ul style="list-style-type: none"> N/A <p>Personal attributes</p> <ul style="list-style-type: none"> Reliable and dependable. Punctual. Ability to work flexibly. Have a confident and reassuring presence to candidates in the exam room. We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful 	<p>Experience</p> <ul style="list-style-type: none"> Experience gained within a customer services/teaching service environment. Experience of working or studying in a higher education environment. <p>Skills</p> <ul style="list-style-type: none"> An understanding of examination processes. <p>Qualifications</p> <ul style="list-style-type: none"> N/A <p>Personal attributes</p> <ul style="list-style-type: none"> N/A