

## RESOURCING/

## JOB DETAILS:

### Invigilator 2019 – Medway campus

|                                       |   |
|---------------------------------------|---|
| <b>Ref Number:</b>                    | <b>IM1-20</b>   |
| <b>Salary Scale:</b>                  | <b>Grade 2 point 5: £10.90 per hour</b>   |
| <b>Contract:</b>                      | <b>Temporary timesheet contract to 31 August 2020</b>                                 |
| <b>School/Department:</b>             | <b>Medway Student Administration Office</b>   |
| <b>Location:</b>                      | <b>University of Kent, Medway Campus</b>  |
| <b>Closing Date for applications:</b> | <b>Friday, 21 February 2020 or sooner, should sufficient applications be received</b> |

#### The Role

The task of the Medway Student Administration Office (MSAO) and invigilation team is to ensure that University examinations run as smoothly and efficiently as possible and in accordance with the University's regulations on the Conduct of Examinations.

#### Key Duties

Invigilator shifts:

- Setting out examination papers and stationery prior to the examination, as directed by the Senior Invigilator or member of MSAO.
- Ensuring compliance with the regulations on the conduct of examinations.
- Patrolling examination rooms.
- Collecting and counting scripts at the end of the examination.
- Preparation of the examination room for the next examination session.
- For Invigilators working with candidates using PCs, printing out examination papers at the end of each session.

Bag room shifts:

- Receiving bags from candidates, allocating numbered stickers and distributing to candidates accordingly.
- Placing bags in an organised manner in order to effectively return bags to students at the end of each exam session.
- Returning uncollected bags to Campus Security.

#### Additional Information

- The main examination period runs from Monday 4 May 2020 to Friday 12 June 2020.

- There are two examination sessions per day, Monday to Friday, and a morning session on Saturdays. **There may also be sessions held on Saturday afternoons.** However, there will be no sessions on a Bank Holiday.
- Shift times are 08.30 to c.13:00 and 13:00 to 17:30 although finish times may vary according to the length of the examination.
- Invigilators will need to be available for the duration of the examination period. We endeavour to offer a minimum of 3 shifts per week and a maximum of 6 shifts per week (based on individual availability), with no more than one shift per day, except where this has been arranged with MSAO or where shift requirements dictate. As the number of exam candidates diminishes in the last 3 weeks of the examination period, the number of available shifts will be significantly reduced during that period. Therefore, shifts may diminish/discontinue for Invigilators in the last 3 weeks. Please note that we cannot guarantee a certain amount of shifts.
- Examinations are held in the Royal Dockyard Church, Sail and Colour Loft, Pilkington Building, Medway Building and Gillingham Building (main venues) during the examination period. Additionally, Students Requiring Adapted Arrangements (SRAA) sit examinations in separate rooms within any of these buildings.
- There are three categories of Invigilators. Candidates may express a preference for either at the point of application, though please note that this preference cannot be guaranteed:
  - Invigilators – these individuals will work in the main exam venues and occasionally smaller rooms with students with extra time.
  - PC Invigilators – these individuals will work in the PC rooms alongside candidates who require the use of a PC.
  - SRAA Reader/Scribes – these individuals will work in the smaller venues which house the students who require adapted arrangements.
- All invigilators will be required to attend **and successfully complete** a compulsory Invigilator or SRAA Invigilator training session (depending on the category an individual has been allocated to) prior to the start of the examination season. **We regret we cannot offer work to those who have not successfully completed one of our training sessions.** The training sessions will be held **February/March 2020.**
- As the title suggests, invigilators are expected to be vigilant at all times in the examination halls, so you will not be able to bring reading or other materials for use during your shift. Please note that this applies to all shifts in all venues. Please note that invigilating can be physically demanding.

## Eligibility

### All Applicants:

- Applications are welcome from all sections of the community.
- May only apply to work as an Invigilator at either the Canterbury Campus OR the Medway Campus – they may not apply to work at both.
- Must not be sitting *any* examinations at this University during the examination period.

### Applications from Students:

- Applications from postgraduate research students of the University are welcome, but please note that such applicants must also provide us with a character reference from their tutor/supervisor – all student applicants must be of good academic standing. The character reference must be hand-signed and on the School's letter-headed paper, and should be uploaded alongside the completed application form on



the HR website, when you are applying for the post. We will not be able to accept student applications which do not have an accompanying character reference.

- Please note: we cannot accept applications from undergraduate students or postgraduate taught students, nor can we accept applications from research students due to sit examinations.

## Health, Safety & Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Repetitive limb movements.
- Standing for long periods of time and/or patrolling densely populated areas quietly.
- Lifting (candidates' bags and stationery boxes).
- Regular use of Screen Display Equipment.
- Dealing with anxious candidates.

## Person Specification

The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in your application which back-up any assertions you make in relation to each criterion.

| Skills / Abilities  | Essential | Desirable |
|---|-----------|-----------|
| The ability to work as part of a team.  | ✓         |           |
| The ability to work efficiently under direction.  | ✓         |           |
| The ability to deal with difficult or urgent situations.  | ✓         |           |
| Excellent communication skills – a high standard of spoken English is essential, as all communication with candidates in the examination halls is verbal.   | ✓         |           |
| A good understanding of the examination process, regulations and protocol.  |           | ✓         |
| Be numerate and able to read numbers quickly and accurately.  | ✓         |           |
| To be comfortable moving around the examination venue for long periods of time (between two and three hours during the shift) – Invigilators are required to constantly patrol the examination venue, therefore the role can be physically demanding. | ✓         |           |
| Must be computer literate   | ✓         |           |

| Additional Attributes   | Essential | Desirable |
|---|-----------|-----------|
| As clear availability as possible during the examination period.  | ✓         |           |
| Be punctual, reliable and have a high level of flexibility.   | ✓         |           |
| Be discreet, and respectful of confidentiality.   | ✓         |           |
| Mindful of candidates' needs.   | ✓         |           |
| Must successfully complete an Invigilator training session, as per the dates given.   | ✓         |           |
| Have daily access to email, as all Invigilator correspondence is done electronically. Telephone contact is through mobile phone.  | ✓         |           |
| Must be able to get to the examination halls on time. Repeated lateness or unreliability will not be tolerated and will result in an invigilator's shifts being revoked and re-allocated to other invigilators.   | ✓         |           |
| Must be able to commit themselves to working throughout the examination period; specific times or days may be excluded due to other commitments but this must be made clear at the time of application and confirmed prior to the shift allocation process. | ✓         |           |

### Equal opportunities

- The University is committed to a policy of Equal Opportunities to ensure that all candidates for employment are treated fairly. Applications are welcome from all sections of the community. The full policy is available on the web at

<http://www.kent.ac.uk/hr-equalityanddiversity/pol-pro-guides/equality-div-policy.html>

All queries regarding this role should be directed to:

Medway Student Administration Office

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The Medway Building,

Chatham Maritime, Kent

ME4 4AG

[medwayexams@kent.ac.uk](mailto:medwayexams@kent.ac.uk)

