

Job Description

Invigilator

Salary:	Grade 1/2 - £13.33 per hour
Contract:	Timesheet (part time, fixed term)
Location:	Medway campus
Responsible to:	Sarah Carter
Job family:	Administrative

Job purpose

The main purpose of this role is to ensure the smooth running of each exam venue. This includes the desk set up, collection of papers and patrolling of the venue during each exam. At times, you may need to assist/support candidates. A good attitude and accuracy is therefore key to this role.

Key accountabilities

- Laying out exam papers and stationery prior to the exam, as directed by the Senior Invigilator or member of Student Record Administration Office (SRAO) staff.
- Ensuring compliance with exam conduct regulations.
- Patrolling exam rooms.
- Collecting and counting answer papers at the end of the exam.
- Preparing the room for the next exam session.
- Printing exam papers at the end of each session (for those invigilators working with candidates using PCs only).
- Providing one to one invigilation for students with an Inclusive Learning Plan (as required).

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- The role can be physically demanding.
- Supporting candidates during their exams.
- The ability to successfully deal with urgent or difficult situations; making informed decisions.
- Being discreet and respectful of confidentiality.

Facts & figures

In the 6 week May/June 2023 exam period, the University of Kent held approximately 50 in person exam sessions (some of which required invigilation in the main exam hall and in separate rooms for students with Inclusive Learning Plans). Overall, we scheduled over 30,000 individual sittings in total.

Internal & external relationships

Internal:	Students (candidates), SRAO members of staff
External:	Not applicable

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Standing for long periods of time and/or patrolling densely populated areas quietly
- Lifting stationery boxes
- Supporting anxious candidates
- Conflict resolution
- There may be a requirement to work evenings and weekends

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the role. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, which back up any assertions made in relation to each criterion.

Essential Criteria:

- The ability to work as part of a team (A)
- The ability to work efficiently under direction (A)
- Being punctual and reliable, with a high level of flexibility (A)
- Being comfortable standing and/or patrolling the exam venue for long periods of time (A)
- Excellent communication skills; a high standard of spoken English is essential (A)
- Being discreet and able to confidentially handle sensitive issues (A)
- Numeracy; the ability to read numbers quickly and accurately (A)
- The ability to deal with urgent or difficult situations (A)
- Being computer literate (A)
- Access to email and a mobile phone, as all correspondence is via these methods (A)
- Successful completion of one invigilator training session, usually held in April (A)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (A)
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (A)

Desirable Criteria:

- A good understanding of the exam process and regulations (A)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage