

JOB DESCRIPTION – Job ref: xxxx

Job Title and Grade:	Invigilator, Grade 2
Contract:	Casual as-and-when
Salary:	£8.71 per hour
Department/Section:	Academic Services/Academic Section
Responsible to:	Assessment and Progress Manager (Examinations)
Reports on a day to day basis to:	Assessment and Progress Manager (Examinations) or Assessment Officer (Examinations)
Principal location:	Colchester
Purpose of job:	Located in the Assessment Team, the primary responsibility of the Invigilator is to support the Senior Invigilator in their allocated exam venue with ensuring the satisfactory conduct of all examinations and undertaking the direct supervision of exam candidates.

Academic Section/Academic Services

The Academic Section is part of the University's Professional Services and is headed by the Academic Registrar. The Section is responsible for managing all aspects of student and academic administration and plays a central role in delivering the University's commitment to excellence in education across the institution. The main directorates of the Academic Section are: Academic Services and Student Life. The Academic Services Directorate is responsible for delivering effective, responsive and customer-focused academic services across the University, specifically relating to student records and progression, students systems and data, student assessment and graduation, quality and academic development, academic partnerships and the postgraduate research framework. The Directorate supports the development and implementation of the University's Education Strategy and policy, including the annual Education Action Plans, leads the delivery of University-wide projects, and develops, reviews and implements effective policy and systems in support of the University's academic mission. It also leads the operation of the institutional academic governance structures, including the operation of the Senate and its sub-committees.

Academic Services/Student Administration and Policy

The Student Administration and Policy team oversees the policy, processes and systems that underpin the student lifecycle and the completion of a University award, from the point of registration to graduation and beyond, ensuring excellence in service provision to students, academic staff and Faculties, Departments and Schools. The team manages the student record and student progression, including policy and processes relating to academic offences, academic appeals, fitness to practise, student attendance, student complaints and student conduct. It manages student systems, including leading projects to support the development of systems, ensuring effective training and staff engagement in their use; and ensures the integrity of student data, including the preparation of statutory data returns. It also leads on all aspects of taught student assessment, including rules of assessment, examination scheduling, Boards of Examiners and graduation.

Examinations

The University of Essex operates a traditional teaching year with three ten-week terms and a seven-week examination period in the summer term (mid-April to early June), when around 9,000 students sit approximately six separate papers each. There are also several smaller but increasingly significant exam periods throughout the academic year, including a week in early January and a resit period in the first two weeks of September.

The Role

For the main examination period, the University appoints Senior Invigilators and Invigilators to support the permanent staff in the Examinations Office. Invigilation staff are appointed primarily to ensure the satisfactory conduct of examinations and directly supervise the examination candidates. The main examination period runs for four weeks from mid-May, with some early examinations from mid-April. Working patterns will vary in accordance with demand, but on a typical day in the busiest part of May, staff will generally be offered either one or two shifts of between two and four hours each. Staff may not be offered work every day they are available. In addition, work may be available during the smaller examination periods in July, September, December and January.

Full training will be provided and a staff handbook is issued to appointees.

Working Patterns

Invigilation staff are assigned to either 'short papers' of one to two hours' duration or 'long papers' of up to three-and-a-half hours. Exams normally start daily at 9.00am and 2.00pm (2.15pm on Fridays), though there may be variations. Invigilators and Senior Invigilators are required to commence work between 30 and 45 minutes before the start of the examination and normally stay for up to 30 minutes after the end of the examination. They may work for full or part days.

In addition, Invigilators are needed to supervise candidates who are taking their exams in a different room from the rest of the cohort. These are students with a disability, diagnosed mental health condition, long-term medical condition or Specific Learning Difficulty (SpLD), who have been assessed by Student Support as requiring individual exam arrangements. These arrangements may include additional writing time or rest breaks, and as such, these exam sittings often run longer than the standard duration.

Duties of the Post

Invigilators assist the Senior Invigilator, who is responsible for a single exam venue. All invigilation staff are responsible for the good order of examinations and for ensuring that the University delivers an excellent student experience by providing the best possible exam conditions for candidates. This includes:

1. Ensuring that candidates do not talk to each other at any time once inside the examination room, and that cheating or other unfair academic practices do not occur.
2. Regulating the movement of candidates in and out of the room during the exam, ensuring that all candidates start and finish writing at the appropriate time and ensuring that candidates adhere to University regulations on the use of permitted materials, such as dictionaries and calculators.
3. Laying out examination question papers and other examination materials, ensuring that candidates sit at the correct numbered seat and noting and recording absentees during the examination.
4. Responding to students during the examination, for example to provide additional answer books, assist candidates who are feeling unwell or to escort students to the toilet.
5. Collecting and/or returning materials from the Exams Office as requested by the team or the Senior Invigilator, which may necessitate the use of a small pull-along trolley.

6. Helping to clear the venue at the end of the examination if the room is not required for further exams, possibly requiring the use of a trolley.
7. Adhering to the University's standards of professional behaviour.
8. To undertake any other duties as may be assigned from time to time by the Academic Registrar or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

In addition, there is an expectation that the candidate will have at least some availability during the main summer exam period. In the academic year 2017-18, this period runs from 14 May 2018 until 8 June 2018. Exams also take place on the three Saturdays that fall within that period (which in 2017-18 are 19 May 2018, 26 May 2018 and 2 June 2018), but not the bank holiday (28 May 2018).

The Exams Office recognises that there may be dates within the exam period where a staff member is not available for work, and will request all invigilation staff to indicate their availability for each day of the exam period approximately one month beforehand.

The Exams Office cannot guarantee that all staff available on any given day will be offered work, as requirements fluctuate throughout each exam period.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx>

February 2018

University of Essex
PERSON SPECIFICATION

JOB TITLE: Invigilator	POST REF: xxxx
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Qualifications /Training

	Essential	Desirable
<ul style="list-style-type: none"> ▪ No specific requirements. 		

Experience/Knowledge

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience of working within a Higher Education institution. 		x
<ul style="list-style-type: none"> ▪ Experience of working with students. 		x

Skills/Abilities

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Effective communication skills (both oral and written), with a good command of English. 	x	
<ul style="list-style-type: none"> ▪ Ability to work well as part of a team. 	x	
<ul style="list-style-type: none"> ▪ The ability to establish good working relationships with a wide range of people. 	x	
<ul style="list-style-type: none"> ▪ The ability to work accurately and with attention to detail, with a methodical, meticulous and conscientious approach to tasks. 	x	
<ul style="list-style-type: none"> ▪ Sensitivity to the needs of people from a wide variety of cultural backgrounds. 	x	
<ul style="list-style-type: none"> ▪ A good level of IT literacy. 		x
<ul style="list-style-type: none"> ▪ Excellent interpersonal skills, including a friendly, approachable demeanour and calmness under pressure. 	x	
<ul style="list-style-type: none"> ▪ The ability to act with discretion and to maintain confidentiality. 	x	
<ul style="list-style-type: none"> ▪ An ability to remain calm under pressure. 	x	
<ul style="list-style-type: none"> ▪ An ability to take instructions from others and to follow guidance provided by the Exams Office. 	x	

Other

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Reliability and good time keeping. 	x	
<ul style="list-style-type: none"> ▪ Adaptability and flexibility. 	x	
<ul style="list-style-type: none"> ▪ Able to transport large quantities of examination papers and scripts to and from the examination venue. 	x	
<ul style="list-style-type: none"> ▪ The ability to meet the requirements of UK 'right to work' legislation. 	x	