

Still using paper timesheets? You can now submit your claim online at <http://bit.ly/examstimesheet>

Name: \_\_\_\_\_

Week ending: \_\_\_\_\_

*Please tick as appropriate:*

Senior Invigilator	
Invigilator	
Scribe	

Please enter the start and end times of each exam session you invigilated.

**Include any time spent setting up or clearing the exam room** – e.g. if the exam ran from 9.00am until 11.00am, but you spent 30 minutes setting up at the start and 15 minutes clearing away at the end, you would enter 8.30am as the start time and 11.15am as the end time.

**If you invigilated two short exams in the same morning or afternoon session**, e.g. 9.00am-9.50am and 11.00am-11.50am, lump the two together for the purposes of this timesheet – so in this example you would claim for 8.30am-12.00pm, assuming you were setting up for 30 minutes at the start of the first exam and clearing up for 10 minutes at the end of the second one.

**We will pay you for a minimum of two hours for each morning and afternoon you work, even if the exam you invigilate is less than two hours long.**

**Please use the decimal system, not hours and minutes.** For example, if your weekly total was 22 hours and 45 minutes, you would enter 22.75 hours. Please round your hours up to the nearest quarter of an hour at the end of each week.

**Please notify the Exams Office if your postal address, email address or telephone number changes.**

DAY	DATE (DD/MM/YY)		START TIME	END TIME	HOURS WORKED	<i>Exams Office Use Only</i>
MON		AM				
		PM				
TUE		AM				
		PM				
WED		AM				
		PM				
THU		AM				
		PM				
FRI		AM				
		PM				
SAT		AM				
		PM				
<b>WEEKLY TOTAL</b>						

**How to submit**

In person	Internal mail	External mail	Fax	Scan and email	Online
Exams Office	Exams Office, Academic Section	Exams Office Academic Section University of Essex Wivenhoe Park Colchester CO4 3SQ	01206 460848	<a href="mailto:examsacs@essex.ac.uk">examsacs@essex.ac.uk</a>	<a href="http://bit.ly/examstimesheet">http://bit.ly/examstimesheet</a>
<b>Exams Office Use Only</b>	Processed by: _____		Date: _____		Due for payment on (date): _____