

JOB DESCRIPTION

Post Title:	Examinations Invigilator (Special Venues)
School/Department:	Examinations Team, Examinations and Graduation Office, Student Services
Reports to:	Day to day reporting & instruction will be from the exam venue's allocated Senior Invigilator, overall line management will be from the Examinations Manager (Operations)

Post Details

University of Reading (UoR) Examinations team organises over 50,000 candidate sittings per year for approximately 12,000 undergraduate and taught postgraduate students. During the main examinations period (April to June) examinations are held in multiple exam venues across the University's Whiteknights and London Road campuses and includes large exam venues which can seat several hundred candidates. A team of around 200 invigilators is required (consisting of Senior Invigilators, General Invigilators and Special/Complex Arrangement invigilators) to ensure that the examination timetable runs smoothly and UoR's examination procedures are strictly adhered to, at all times and in all venues.

Applications are invited from those interested in joining the UoR's team of invigilators for the 2019 main examination period (May-June), resits (August) and some January examinations. Due to the nature of the work involved, students currently registered on taught postgraduate or undergraduate programmes at the UoR are not eligible to apply. The post is open to Postgraduate (PhD) students and non-students recruited from outside the University.

Examination Team Details

The engagement and arrangements relating to invigilators are the responsibility of the Examinations Team, primarily the Examinations Manager (Operations) and the Examinations Manager (Special Arrangements). This Examinations team has ten members of staff and is responsible for the general administration and final marks processing for all undergraduate and post graduate taught student Supervision received.

Job Description

The role of the Examinations Invigilator (Special Venues) is to support the Senior Invigilators, the Examinations Manager (Operations) and the Examinations Manager (Special Arrangements) with day-to-day operations in the special exam venues where groups of students with special assessment provisions, such as rest breaks, extra time or the use of a computer to take their exams are supervised together. Specific duties include:

1. Under the day to day direction of the Senior Invigilator to follow the 'Instructions to Invigilators' issued by UoR's Examinations team and contained within the Invigilator Handbook.
2. Invigilate students sitting exams where additional sensitivity is required to respond to more complex student needs (e.g. specific learning difficulties, anxiety, physical health conditions) and there is variability in duration due to rest breaks or extra time allowed to complete examinations.
3. Assisting with setting up exam venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures and including checking all facilities before and during the examination session.
4. Assisting candidates at the start and end of exams by directing them to their seats, advising them about possessions permitted in exam venues, and ensuring candidates leave venues in an orderly and quiet manner.

5. Issuing clear and precise instructions to candidates at the start and end of the session.
6. Checking candidate identities and reporting exam absentees.
7. To remain vigilant, invigilating in accordance with University procedures and to assist the Senior Invigilator to maintain examination conditions at all times.
8. Ensuring that candidates do not talk once inside the exam venue.
9. To hand out answer booklets and other examination materials needed throughout the examination.
10. To escort candidates from the exam venue during the exam as required (for example for toilet visits), and supervise candidates whilst they are outside the exam venue.
11. To support candidates taken ill (including exhibiting mental health difficulties) to receive appropriate medical attention/support in accordance with procedures outlined in the Invigilator Handbook.
12. To watch out for potential examination irregularities (i.e. potential cheating referred to as 'academic misconduct') and to report anything untoward to the Senior Invigilator.
13. To provide information on incidents of cheating/academic misconduct or other incidents during an examination to the Senior Invigilator, when required.
14. To assist with the collection and collation of examination scripts at the end of the examination in accordance with University procedures.
15. Such other duties as the Examinations Manager (Operations), Examinations Manager (Special Arrangements) or the Senior Invigilator may from time to time assign related to the role.

Invigilators will adhere to and actively follow all UoR policies. Invigilators will maintain an awareness and observation of Fire, Health & Safety and Security regulations when invigilating across all venues.

The invigilator requirements above reflect the present requirements for the role. Such requirements however cannot be exhaustive and so the invigilator will carry out any other duties within the scope, spirit and purpose of the role as requested by the Examinations Manager (Operations), Examinations Manager (Special Arrangements), Senior Invigilators, Head of Examinations & Graduation and the Director of T&L Operations and Advice.

The UoR is committed to equality of opportunity and to eliminating discrimination and poor professional behaviours.

All invigilators and staff at the UoR are expected to adhere to the principles of the UoR Equal Opportunity policy and policy on Professional Behaviours and as such are expected to work collaboratively and professionally with other invigilators, students and academic and professional service colleagues they come into contact with when undertaking their invigilation duties.

PERSON SPECIFICATION

Job Title	School/Department
Examinations Invigilator (Special Venues)	Exams and Graduation

Criteria	Essential	Desirable
Knowledge (including qualifications)	<ul style="list-style-type: none"> Abilities commensurate with a good standard of general education including proficiency in written English and the ability to give clear verbal instructions in English 	
Relevant Experience	<ul style="list-style-type: none"> Experience of working effectively as part of a team Demonstrable understanding and/or experience of working with students or equivalent in one or more of the following; scribe, reader, oral language modifier, prompter or use of specialised software. 	<ul style="list-style-type: none"> Experience of examination invigilation or equivalent An understanding of University exam processes. Experience of working with people with dyslexia, disabilities and/or health issues (physical and mental) Experience of working with students or equivalent requiring additional support in an assessment context Experience of working with transgender students
Skills	<ul style="list-style-type: none"> Ability to provide specialised support and remain vigilant for long periods of time (up to 4+ hours) Excellent verbal communication skills and good level of literacy Common sense Ability to multi-task Ability to accurately follow instructions and processes Excellent time-keeping skills Good report writing skills 	
Personal Attributes and Aptitudes	<ul style="list-style-type: none"> Ability to communicate clearly both verbally and in writing and the confidence to give verbal instructions across a room 	<ul style="list-style-type: none"> Experience of working with a diverse range of students or equivalent (age, gender, ethnicity etc.)

	<ul style="list-style-type: none">• Tolerant, patient, accepting and empathic approach/manner• Awareness within the exam environment of quickly changing needs that individuals may have• High level of tact and diplomacy and regard for confidentiality• Meticulous and organised approach to work with a high level of accuracy• Ability to remain calm and courteous under pressure• Highly developed customer service skills and an overall professional manner	
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Hourly rate of pay, Hours of Work and Work Locations

	Examination Invigilator (General)	Examination Invigilator (Special Venues)	Examination Invigilator (Complex Arrangements)	
Hourly Rate of Pay Invigilation Duties	£8.38 (+ 12.07% holiday pay) per hour (minimum 3 hours shift assigned and paid)	£8.88 (+12.07% holiday pay) per hour (minimum 3 hours shift assigned and paid)	£9.23 (+ 12.07% holiday pay) per hour (minimum 3 hours shift assigned and paid)	
Fee Rates Exam Centre Set Up & Take Down	N/A	N/A	N/A	
Other	Parking permits if needed are provided			
Hours of Work	<p>Invigilators engaged for full day or morning only duties must be ready to begin invigilating by 8.25am at the latest. Those assigned to afternoon duties must be in post by 1.25pm at the latest.</p> <p>UoR examinations vary in length from 1 hour to 3 hours, so finishing times will vary accordingly. Most examinations are completed by 6pm although on some occasions due to the complexity of the arrangement it may be necessary to work beyond this. Invigilators will be required to be on duty until the completion of the examination and the return of the examination pack and the Senior Invigilator gives permission to leave.</p> <p>Invigilators engaged for the whole day will have lunchtime breaks, the times for which will be arranged by the Senior Invigilator. If an Invigilator works longer than 6 hours they will have a 15 minute (unpaid) break which will also be arranged by the Senior Invigilator.</p> <p>The majority of UoR examinations are held Monday – Friday. A minority of examinations are held on a Saturday. No examinations are held on a Sunday or bank holiday.</p>			
Work Locations	Examination venues are on the London Road and the Whiteknights campuses. Both campuses have car parks and both are accessible by public transport.			

Application Process

Applicants are required to complete an application form. CVs submitted without a completed application will not be considered. Applicants should provide details of work experience, qualifications, skills and training relevant to the role of examinations invigilator. Attention is drawn to the space

provided on the application form for additional information; it is in the interests of all applicants to use this facility.

Applicants are asked to compare their experience and skills with the points listed in the person specification. It will not be sufficient to re-iterate the criteria; you are expected to illustrate how you have met the requirements.

A group interview day/session will be held in December (main round) with some interviews if needed in March. Successful candidates will be required to attend a mandatory training session (March) for which they will be paid and will then be rostered onto the examinations timetable which will provide information on shifts to be worked (end March).

Under the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to work in the UK as part of the application process. This applies to all applicants.

Successful applicants may be required to have a DBS check. If this is required, it will be organised and paid for by the University.

University of Reading

Further information about the University of Reading can be found on our website www.reading.ac.uk

Reviewed October 2018 by the Director of T&L Operations and Advice, the Examinations Manager (Operations) and the Examinations Manager (Special Arrangements)