

**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Examination Invigilator / Chief Examination Invigilator				
<b>DEPARTMENT</b>	Student Administration				
<b>LOCATION</b>	Brayford Pool, Lincoln				
<b>JOB NUMBER</b>	SA9122B	<b>Hourly rate</b>	£8.28/£8.79	<b>DATE</b>	February 2018
<b>REPORTS TO</b>	Student Administration Manager				

**CONTEXT**

Student Administration is responsible for the management of the Universities formal examinations. This includes setting up examination rooms, collecting examination packs, distributing examination papers and booklets, collecting and counting them at the end of each exam and checking that students do not have unauthorised materials in the examination room, completing attendance registers.

You will be required to support during the following exam periods dependant on your availability for the following;

7 – 25 May 2018  
w/c 06 August 2018  
w/c 07 January 2019

**JOB PURPOSE**

To ensure that formal examinations run smoothly and according to Examination Codes of Conduct in conjunction with the Universities Regulations.

## KEY RESPONSIBILITIES

Setting up – formal examinations
Assist in setting up examination room, exam papers, answer booklets, including additional documents that may be required and distributing appropriate stationary.
Ushering duties
Usher candidates into the examination room. Ensure candidates are seated as per the seating plan. Check and remove unauthorised materials on their exam desk as per the exam paper front sheet.
Inform of instructions
Announce to the examination room instructions to candidates and examination arrangements as per the examination code of conduct.
Administrative duties
Collect attendance slips from desks for the Chief invigilator to complete attendance registers once the exam has commenced.
Collect and count exam scripts to ensure they are correct as per the register. Collect and dispose of any additional documentation that is no longer required. Return all counted exam scripts to the examination desk.
Supervision within exams
Supervise the students in examinations at all times, being vigilant during the exam, monitoring the exam room for any irregularities that are not in accordance with the Universities Exam Codes of Conduct and relevant University Regulations.
Deal with any emergencies such as illness or fire evacuation.
Chief Invigilator duties
The Chief invigilator will need to complete a Chief Invigilators report recording any exam paper queries or student conduct taken place within that examination
Other duties
Maintain confidentiality in respect of all areas of the job responsibilities and to be aware of current University policy on the Data Protection 1998.
Comply with the University's health and safety and equality and diversity policies in the undertaking of the job responsibilities and to undertake training required as part of the health and safety or equality and diversity policies of the University
To undertake any staff development or training agreed to be necessary for the effective performance of duties assigned to the post.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

Key working relationships/networks
Internal
Chief Invigilator Student Affairs staff Academic staff Line manager Administrative staff within Schools and Colleges Administrative staff Students

UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION

<b>JOB TITLE</b>	Examination Invigilator/ Chief Invigilator	<b>JOB NUMBER</b>	SA9122
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Selection Day SD) Presentation (P) References (R)
<b>Qualifications</b>		
Numerate and literate to GCSE standard or equivalent	E	A/I
<b>Experience</b>		
Effective administration skills, with the ability to follow routine procedures with minimal supervision	E	A/I
Effective communication skills, both oral and written	E	A/I
<b>Skills and Knowledge</b>		
Effective oral and written communication skills	E	A/SD
Professional and diplomatic at all times	E	A/SD
Confident in implementing Policy and Procedure	E	A/SD
Ability to resolve problems effectively	E	A/SD
Confident with speaking to large audiences	D	S/D
The ability to deal personally with straightforward or standard queries	E	A/I
Ability to manage own workload and work to deadlines	E	A/I
<b>Competencies and personal attributes</b>		
A flexible and effective team member	E	A
Flexible hours to accommodate examination start times	E	A/SD
Proactive and able to use initiative	E	A/I
Attention to detail	E	A/SD

**Essential Requirements** are those, without which, a candidate would not be able to do the job.

**Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	AJC	<b>HRBA</b>	JE
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