

# UNIVERSITY OF BIRMINGHAM

## **Job Description for Supporting Invigilators**

### **Overview**

All invigilators are responsible for facilitating the smooth running of examinations, and upholding the integrity of the examination processes. Each Supporting Invigilator is responsible to the Senior Invigilator and must act in accordance with his / her instructions. The Senior Invigilator is typically a member of academic staff or a member of senior staff from Academic Services within the University. The Senior Invigilator is responsible for the conduct of the examination in line with the University's Code of Practice and in accordance with the published guidelines.

You will be required to maintain professionalism at all times as a representative of the University.

Supporting Invigilators should assist the Senior Invigilator in:

- Preparing the venue before the examination
- Invigilating the students as they sit the examination
- Collecting and reconciling answer papers at the end of the examination

### **Before the examination**

1. All Invigilators must sign in at the exam venue at least 40 minutes before the start of the each examination.
2. There will always be a Senior Invigilator present in exam venues who will take the lead on all activities.
3. Lay out exam papers, answer books and any necessary examination materials according to seating plan.

### **During the examination**

4. Seat the students as per the seating plan and assign a desk to any students not on the list.
5. Check that no mobile phones or unpermitted materials are on students or their desks in the exam venue. Ensure that mobile phones are switched off and placed under the desk.
6. Escort students to the nearest toilet facilities if required.
7. Collect attendance slips and reconcile against attendance list. Add any additional students onto the necessary form.
8. Check all dictionaries and Dictionary Approval Letters.
9. Collect question papers and unused answer books from desks not in use in the exam venue.
10. Invigilators should walk around the exam venue and position themselves around the room so they can see all students.
11. All invigilators are to perform random checks of student ID during the exam.

### **At the end of the examination**

12. Collect student scripts and question papers off desks before students are dismissed.
13. Consolidate the answer books against the attendance list.
14. Sort answer scripts and put into the plastic bags provided along with any spare copies of the question paper and seal.

# UNIVERSITY OF BIRMINGHAM

15. All other relevant paper work should be placed into the brown A4 envelopes provided and attached to the answer book bags with an elastic band.
16. Make sure that everything is accounted for at the end of each exam and ensure the venue is left tidy before leaving.

## **Other**

17. All invigilators will be required to report examination irregularities or incidents to the Senior Invigilator and also complete the necessary paperwork. This may involve confiscating any unpermitted material to return to the Examinations Office.
18. Invigilators are expected to answer queries in relation to any alleged examination irregularities. The evidence provided by invigilators will be disclosed to the student subject to the allegations if the matter is referred to a College Misconduct Committee. Invigilators may also be invited to give evidence in relation to these proceedings.
19. You will be required to keep a record of the hours you work and submit these weekly to the Examinations Office.

If your application is successful you will be required to attend a training session. We are unable to allocate any shifts if you have not attended training.