Main Duties and Responsibilities

I. To collect exam papers from King’s Gate and/or report to the venue at the specified arrival time.

II. Instruct the Assistant Invigilators which area(s) of the room they should cover during the exam and ensure that candidates are constantly and appropriately supervised.

III. Ensure papers and materials are distributed appropriately.

IV. Conduct invigilation and administration of the exam process in such a way as to cause minimum disruption to candidates.

V. Make announcements to candidates as necessary.

VI. Ensure conduct in the appointed exam room adheres to the University’s exam procedures and policies.

VII. Follow the correct procedure should a candidate become ill, distressed or behave in a way perceived to be misconduct.

VIII. Ensure that all invigilators are familiar with the fire exits in the room in which you are invigilating.

IX. Ensure that completed exam scripts are collected, accurately tallied and delivered to the Exams Office.

X. Submit a full and accurate report on each exam recording any incidents, disruptions or suspected irregularities.