

## Assistant Examination Invigilator

### Examinations & Awards

### Student Progress Service

#### The Role

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The Examinations Team are looking to recruit Assistant Examination Invigilators to assist with the smooth running of University exams (both written and digital) within the designated exam venues.

You will be friendly, helpful, and approachable and demonstrate a sympathetic and supportive approach when advising students and responding to their queries or concerns. You will remain professional and vigilant at all times to ensure the University's exam processes and policies are implemented effectively and that the integrity of the exam is maintained.

As an Assistant Examination Invigilator, you will have excellent communication skills and experience of working in a team. Good general IT skills are also essential as well as a high attention to detail.

You will demonstrate a flexible and positive attitude and be reliable and punctual when arriving for scheduled duties. The ability to work calmly under pressure is essential.

Further information about invigilation at Newcastle University can be found at:  
<https://www.ncl.ac.uk/exams/invigilators/examinvigilatorjobs/>

Please note that all invigilators are expected to be available for at least 50% of the main University exam periods taking place between 9-20 January 2023 and 22 May – 9 June 2023.

Informal enquiries can be made to the Examinations Team at [exams@ncl.ac.uk](mailto:exams@ncl.ac.uk)

## Key Accountabilities

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- Report to the appointed exam venue at the specified arrival time
- Assist the Senior Invigilator with the distribution of exam papers and materials and the collection of attendance slips
- Observe candidates and check the desks of candidates occupying the area(s) of the exam room assigned to you by the Senior Invigilator.
- Conduct invigilation and administration of the exam process in such a way as to cause minimum disruption to candidates.
- Assist with the management of toilet breaks, rest breaks and emergency evacuations as required.
- At the end of the exam, collect all papers and materials from the candidate desks assigned to you by the Senior Invigilator.
- Follow the correct procedure should a candidate become ill, distressed, or behave in a way perceived to be misconduct.
- When invigilating an exam for an individual student, submit a full and accurate online report recording any incidents, disruptions, or suspected irregularities.

## The Person (Essential)

### Knowledge, Skills and Experience

- Experience of working in a team
- Excellent communication skills including the ability to communicate effectively with students
- Good general IT skills are essential
- Previous experience of invigilating exams (written or digital) is desirable.
- Experience of working in any type of support role for people with a disability or medical condition is desirable.

### Attributes and Behaviour

- Ability to work calmly under pressure
- Confidence to advise students on matters of exam regulation and procedure
- Works effectively within a team
- Strong attention to detail with a commitment to accuracy and thoroughness.
- Committed to delivering an effective and efficient service.

# Professional Services Job Description



- Friendly, helpful, and approachable and delivers a sympathetic and supportive approach when advising students
- Takes a professional and vigilant approach at all times
- Flexible and positive attitude
- Reliable and punctual