

Floating invigilators for AA venues in Barbara Strang teaching centre, Ground floor

We recognise that at times there are multiple students requesting to leave the room at the same time which can pose a challenge with only one assistant in the room, we recognise that due to these rooms being smaller, it is not always possible to have a third invigilator in the room so we have decided to trial the use of a floating invigilator to help across a number of AA rooms in one corridor. We have previously trialled something similar and have found that often this additional invigilator was incredibly useful

Information for floating invigilator –

Report to Barbra Strang building 45mins before the exam start time, Let senior invigilators in all rooms know that you have arrived and then assist with set up where required, Side cluster is likely to be the room that requires the most assistance with set up,

You will be based outside of the Ground floor exam rooms for the duration listed on your schedule (typically 2hrs 30mins). Please sign in and out on the invigilator sign in sheet in Side cluster.

You will accompany students from these rooms on their rest breaks and or toilet breaks and act as an extra pair of hands should the senior or assistant in the room need to step out for any reason (exam queries, student illness etc.)

There may be some exam sessions where there is not much movement from these rooms however at other times you may find you are utilised frequently or required to remain with a student outside of the exam room for an extended period of time.

There may be times when you may be asked to cover a different invigilation duty, in the event of a cancellation or additional need elsewhere.

Information for seniors

We have attempted to assign a floating invigilator to this location for most exam sessions but there may be times where this is not possible or where we need to move this invigilator to cover another duty.

When the floating invigilator arrives, they should report into each room to let you know they are there and will be stationed outside of the ground floor rooms, they will typically be assigned to their duty for 2hr 30min duration so will not be available for the full duration of all exams.

When a student indicates that they require a toilet/rest break they can be taken from the room to the floating invigilator to be accompanied on their break.

If you are required to leave the room eg to call the exam office or to deal with a student issue you may ask the floating invigilator to step into the room to provide extra cover in your absence.

If the floating invigilator is not at their post then they are likely already engaged with another student and the assistant from the room should accompany the student as normal.