

Senior Examination Invigilator

Examinations & Awards

Student Progress Service

The Role

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The Examinations Team are looking to recruit Senior Examination Invigilators to manage and oversee 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 a Senior Examination Invigilator, you will have exceptional planning and organisation skills with a high attention to detail. You can communicate effectively and confidently liaise with a wide range of academic and professional services colleagues as well as students.

You will be able to work independently whilst applying or implementing the guidance and instructions provided and lead a team of between 1-8 other exam invigilators depending on the size and nature of the exam venue. The ability to remain calm under pressure and to be flexible when managing unforeseen circumstances 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

Key Accountabilities

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- To collect exam materials from designated location and/or report directly to the venue at the specified arrival time.
- 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.
- Ensure papers and materials are distributed appropriately.
- Conduct invigilation and administration of the exam process in such a way as to cause minimum disruption to candidates.
- Make announcements to candidates as necessary.
- Ensure conduct in the appointed exam room adheres to the University's exam procedures and policies.
- Follow the correct procedure should a candidate become ill, distressed, or behave in a way perceived to be misconduct.
- Ensure that all invigilators are familiar with the fire exits in the room in which you are invigilating and the evacuation procedure.
- Ensure that completed exam scripts are collected, accurately tallied, and delivered to the Exams Office and/or that students have successfully submitted their answers digitally.
- Submit a full and accurate online report for each session recording any incidents, disruptions, or suspected irregularities.

The Person (Essential)

Knowledge, Skills and Experience

- Experience of working in a team
- Experience of effectively coordinating and overseeing the work of others
- Excellent planning and organisational skills.
- Excellent communication skills including the ability to communicate effectively with a wide range of students and colleagues and the ability to deliver announcements to a whole venue
- Excellent 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
- You project enthusiasm and gain the trust and cooperation of colleagues.
- Confidence to advise students on matters of exam regulation and procedure
- Plans workload and tasks in a structured way.
- Works effectively within a team
- Strong attention to detail with a commitment to accuracy and thoroughness.
- Ability to work independently whilst applying or implementing the guidance and instructions provided
- Be proactive and positive in problem solving and issue-resolution.
- Committed to delivering an effective and efficient service.
- Friendly, helpful, and approachable and delivers a sympathetic and supportive approach when advising students
- Takes a professional and vigilant approach at all times