EXAMINATIONS INVIGILATOR

Post details
The UCL Assessment and Student Records office organise over 2,200 written examinations per year for approximately 18,000 taught postgraduate and undergraduate students. During the main period (April to June), examinations are held in up to 30 halls spread across central London, 3 of which are venues for students with special assessment arrangements due to dyslexia, disability or ill-health. A team of around 200 invigilators are required to ensure that the examination programme runs smoothly and UCL’s examination procedures are strictly adhered to, at all times, in all venues.

Applications are invited from those interested in joining UCL’s team of invigilators for the 2017 main examination period (Thursday 27 April to Friday 09 June 2017). Due to the nature of the work involved, students currently registered on taught postgraduate or undergraduate programmes at UCL or other Colleges of the University of London are not eligible to apply.

Section details
The engagement and arrangements relating to invigilators are the responsibility of the UCL Assessment and Student Records office. This office has twenty-two members of staff and is responsible for the general administration of examinations and student records for taught and research students.

Job description
Specific duties of the engagement are as follows:

1. Under the direction of the examination supervisor, to follow the ‘Instructions to Invigilators’ issued by the Assessment and Student Records office of UCL.
2. To assist in setting up the examination hall, including checking all facilities before and during the examination session.
3. To assist with checking candidate identities and completing attendance records.
4. To hand out examination scripts and other examination materials.
5. To escort candidates on toilet visits.
6. To escort candidates taken ill to the Gower Place General Practice.
7. To remain vigilant and to assist the supervisor in maintaining examination conditions at all times.
8. To watch out for potential examination irregularities and to report anything untoward to the supervisor.
9. To provide written statements concerning incidences of cheating or misconduct, when required.
10. To assist with the collection of examination scripts.
11. Such other duties as the Assessment and Student Records Support Manager, Examinations staff or the Hall Supervisor may from time to time assign.
Invigilators will adhere to and actively follow all UCL policies. Invigilators will maintain an awareness and observation of Fire and Health & Safety Regulations when invigilating both on and off campus.

The invigilator requirements below reflect the present requirements of the engagement. However, such requirements cannot be exhaustive and so the invigilator will carry out any other duties within the scope, spirit and purpose of the engagement as requested by the Hall Supervisor, the Assessment and Student Records Support Manager (or Examinations staff), Head of Assessment and Student Records or the Registrar.

UCL is committed to equality of opportunity and to eliminating discrimination. All invigilators and staff at UCL are expected to adhere to the principles set out in UCL’s Equal Opportunity Policy and all other relevant guidance/practice frameworks.

Invigilator requirements

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<th>Knowledge (including qualifications)</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Abilities commensurate with a good standard of general education, including proficiency in English</td>
<td>Experience of working effectively as part of team</td>
<td>Experience of examination invigilation or equivalent Experience of working with people with dyslexia, disabilities and/or health issues</td>
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<th>Experience</th>
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<th>Skills and Abilities</th>
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<td>Excellent communication skills and good level of literacy</td>
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<td>Excellent time-keeping skills</td>
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<td>Ability to remain vigilant for long periods of time</td>
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<td>Good report writing skills</td>
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<th>Personal Attributes and Aptitudes</th>
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<td>Meticulous and organised approach to work with a high standard of accuracy</td>
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<td>High level of tact and diplomacy and regard for confidentiality</td>
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<td>Ability to remain calm and courteous under pressure</td>
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<td>Ability to communicate clearly, both verbally and in writing</td>
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<td>Highly developed customer service skills</td>
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Fee Rates

The fee rates for invigilators are as indicated below and include an allowance for travel expenses. The rates for 2017 are as follows:

Full Day ......................................................... £76.50 basic pay + £10.10 holiday pay
Half Day (Morning/Afternoon only) .................. £57.64 basic pay + £7.61 holiday pay

Please note that payment for invigilation is subject to PAYE and National Insurance deductions in line with HMRC rules and limits. For further information, please read the document Casual Worker Payments.

Hours of Work

Invigilators engaged for full day or morning only duties must be ready to begin invigilating at the appropriate venue by 9.00am at the latest. Those assigned to afternoon only duties must be in post by 1.30pm at the latest.

Invigilators engaged for full days will have lunchtime breaks, the times for which will be arranged by the hall supervisor. All invigilators will be permitted a 20 minute break during the morning and afternoon sessions, the times for which will also be arranged by the hall supervisor.

UCL examinations vary in length from 1 hour to 3.5 hours, so finishing times will vary accordingly. Invigilators will be required to remain on duty until all scripts have been collected and the supervisor gives permission to leave.

Applications

Applicants are requested to complete an application form including the Equal Opportunities Classification form. CVs received without a completed application form will not be considered. Applicants should provide details of work experience, qualifications, skills and training relevant to the role of examinations invigilator.

Completed application forms and supporting statements will be compared with the requirements mentioned in the job and person specification. Attention is drawn to the space provided on the application form for additional information; it is in the interests of all applicants to use this facility. Applicants are asked to compare their experience and skills with the points listed in the person specification. It will not be sufficient to re-iterate the criteria; you are expected to illustrate how you have met the requirements.

Application forms to be submitted preferably by email to examinations@ucl.ac.uk or by post to Assessment and Student Records, UCL Student and Registry Services, University College London, Gower Street, London WC1E 6BT. The envelope should be marked ‘STRICTLY CONFIDENTIAL – INVIGILATOR APPLICATION’. Although there isn’t a deadline for the submission of applications, you are encouraged to return your form at the earliest opportunity. If applications are received after November, they may not be considered for the forthcoming Academic year examination Activity, however your application will be held on file for the next recruitment round.

Under the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to be engaged in the UK as part of the application process. This applies to all applicants including research students studying at UCL or elsewhere. In order to satisfy the requirements of UK Visas and Immigration, you will be required to present your original documents in person to the Assessment and Student Records Office. Photocopied or scanned documents sent by fax or email cannot be accepted. Please refer to the document Right to work in the UK for information about the types of documents that are acceptable as proof of eligibility to work in the UK.

All applicants will receive written confirmation of the outcome of their application (how quickly this will occur will depend on the number of applicants). All new invigilators will be classified as probationary invigilators for their first full examination period.
Introduction to UCL

UCL is one of the world's top universities. Based in the heart of London, it is a modern, outward-looking institution. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today.

UCL’s excellence extends across all academic disciplines; from one of Europe's largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for architecture (UCL Bartlett) and fine art (UCL Slade School).

UCL is in practice a university in its own right, although constitutionally a college within the federal University of London. With an annual turnover exceeding £1 billion, it is financially and managerially independent of the University of London.

The UCL community

UCL's staff and former students have included 29 Nobel prizewinners. It is a truly international community: more than one-third of our student body – more than 35,000 strong – come from 150 countries and nearly one-third of staff are from outside the UK.

UCL offers postgraduate research opportunities in all of its subjects, and provides more than 200 undergraduate programmes and more than 400 taught postgraduate programmes. Approximately 54% of the student community is engaged in graduate studies, with about 29% of these graduate students pursuing research degrees.

Quality of UCL's teaching and research

UCL is independently ranked as the most productive research university in Europe (SIR).

It has 938 professors – the second highest number of any university in the UK – and the best academic to student ratio of any UK university (The Times, 2014), enabling small class sizes and outstanding individual support.

In Research Excellence Framework 2014 (REF2014), UCL was rated the top university in the UK for 'research power' (the overall quality of its submission multiplied by the number of FTE researchers submitted). It was rated top not only in the overall results, but in each of the assessed components: publications and other research outputs; research environment; and research impact. REF2014 confirmed UCL's multidisciplinary research strength, with many leading performances across subject areas ranging from biomedicine, science and engineering and the built environment to laws, social sciences and arts and humanities.

Equality

UCL is proud of its longstanding commitment to equality and to providing a learning, working and social environment in which the rights and dignity of its diverse members are respected. Some highlights below:

- **Race Charter Mark** - UCL holds a Bronze Race Equality Charter Mark award, recognising UCL's commitment to improving the representation, progression and success of minority ethnic staff and students.

- **Athena SWAN** - UCL holds an institutional Silver Athena SWAN award – this recognises our commitment to and impact in addressing gender equality. Departments at UCL are also engaged in the Athena SWAN charter, with 29 departments holding an award; 16 Silver and 13 Bronze.
- Staff networks - We have a number of staff networks that run a range of social and development activities, for example Out@UCL, PACT, Enable@UCL, the race equality staff network, Astrea and UCL Women.

- B-MEntor – B-MEntor is a mentoring scheme for black and minority ethnic staff. The mentoring scheme is a collaborative initiative with a number of London-based universities.

- Sabbatical Leave following maternity – UCL provides one term of sabbatical leave without teaching commitments for research-active academics returning from maternity, additional paternity, adoption or long-term carer's leave. This support for returners enables staff to more quickly re-establish their research activity.

Please see our Equalities and Diversity Strategy 2015-2020 available at www.ucl.ac.uk/hr/equalities/corporate/strategy.php for information on our current priorities.

Location and working environment

Based in Bloomsbury, UCL is a welcoming, inclusive university situated at the heart of one of the world's greatest cities. UCL's central campus is spread across approximately three square kilometres of central London and is within easy reach of Euston, King's Cross and Marylebone mainline stations, the Eurostar terminal at St Pancras and the following Underground stations – Euston Square, Warren Street, Goodge Street and Russell Square. Road connections to the M1 and M40 motorways give easy access.

Find out more at http://www.ucl.ac.uk/.

September 2016