

## Job Description

<b>Job title</b>	Examinations Assistant
<b>School / department</b>	Academic Registry
<b>Grade</b>	N/A
<b>Line manager</b>	Assistant Registrar (Examinations, Conferments and Awards)
<b>Responsible for (direct reports)</b>	N/A
<b>Date of creation or review</b>	11/07/2023

### Main purpose of the job

The main purpose of this role is to invigilate all written and formal examinations for UWL Academic Schools/Colleges.

The role holder will report to Cavendish House on the Uxbridge Road, but will be required to work at all University examination sites, specifically, Ealing site, Brentford site and Fountain House site, Berkshire campus (to support examinations for the College of Nursing, Midwifery and Healthcare), as well as external venues.

- Report to the Exams Unit.
- Collect and return exam packs and exam materials.
- Ensure exams guidance is adhered to and ensure examinations are administered in accordance with the University regulations.
- Conduct invigilation and administration of the exams processes in such a way as to cause minimum disruption to students.
- Follow the instructions of the Chief Invigilator who is always a member of academic staff.
- Lead the students in any form of evacuation due to an emergency.
- Lay out the examination materials and collect at the end of the examination.
- Make the announcements at the start and end of an examination when in an individual room.
- Check the student's identity against their ID and take attendance.
- Remain vigilant throughout the examination.
- Escort students to the toilet, time and note toilet breaks.
- Take note of any irregularities on Chief Invigilator's report.
- Be flexible around working hours; occasional weekend and evening work will be required.
- Always provide an excellent customer service to students and staff.
- Work as part of a team.

The job description sets out a range of duties that will be undertaken by the post holder. Whilst every attempt has been made to ensure that it is comprehensive, it may occasionally be necessary for the post holder to undertake certain other reasonable duties in support of the University.

## Key areas of responsibility

### Specific Tasks and Duties

- Responsible for collecting and returning exam packs, as well as handing out answer booklets.
- Assist with the invigilation of examinations required for students with Individual Support Plans (ISPs).
- Resolve issues which arise before, during and after examinations and escalate appropriately to the Exams Unit if required.

### Planning and Organising

- Collaborative planning, and planning of own work taking into account the work of other team members and helping colleagues when required
- To take individual responsibility for own area of work and be able to work on own initiative as required.

### Team Working

- Work as part of the Conferments and Awards Team and deliver a good service to all stakeholders.
- Communicate information to colleagues and the Chief Invigilator appropriately and escalate issues to the Exams Unit as appropriate.

### Quality

- Adopt a professional, flexible and customer-focussed approach in all communications and ensure that an effective and excellent standard of service is provided at all times to the University Community.
- Ensuring that the standard of own work is always maintained at a high level, with strict attention to detail and accuracy always.
- To attend trainings as organised by the Exams Unit.

### General

- Carry out all duties and responsibilities in line with UWL policies and procedures.
- Deal positively and diplomatically with students, colleagues, and academics at all levels.

## Dimensions / background information

Academic Registry directs and leads in all matters relating to the management of academic standards across the University and supports the navigation of students through the student lifecycle.

The Conferments and Awards Team within Academic Registry undertakes the coordination and supervision of examinations, oversees the production of final award documentation, and manages the arrangements for Graduation Ceremonies.

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>	GCSE English and Maths at good level / relevant work experience	Essential	x		
	Understanding of cross-cultural awareness, working with a diverse community	Essential	x		
<b>Knowledge and experience</b>	Knowledge of examinations processes and experience in invigilating	Desirable	x	x	
	Good general knowledge of the UK Higher Education sector	Desirable	x	x	
	Experience of working with people with learning disabilities	Desirable	x		
	Experience of scribing/reading in written examinations	Desirable	x	x	
<b>Specific skills to the job</b>	Excellent communication skills, with a high standard of written and spoken English	Essential	x	x	
	Good IT skills and understanding of computer systems	Essential	x		
	The ability to work as a flexible and effective member of a team	Essential	x		
	Attention to detail and the drive and determination to complete work to a high standard	Essential	x		
	The ability to deal with queries and to escalate issues as appropriate	Essential	x		
<b>General skills</b>	The ability to observe a high level of confidentiality at all times	Essential	x		
	The ability to build positive working relationships and liaise confidently with people at all levels within the University	Essential	x	x	
	Strong cultural awareness with an understanding of, and commitment to, equal opportunities	Essential	x	x	

	Knowledge and understanding of General Data Protection Regulation (GDPR)	Essential	x		
Other	Ability to remain alert for a period of several hours at a time	Essential	x	x	

**Disclosure and Barring Scheme** Is a DBS Check required: ☐ DBS ☒ This post does not require a DBS check

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

**<sup>1</sup>Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

**<sup>2</sup> Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.