

Job Description



Manchester
Metropolitan
University

Position Details

Faculty/Professional Support Service	Student & Academic Services	
School/Department	Student Services	
Division/Section/Unit		
Job Title		
Vacancy No	Recruitment Team	
Grade	2 - £8.57 per hour	
Hours of Work	Variable	
Contract Duration	Casual	
Reports To	Examinations Officer/University Exams Manager	
Responsible For	N/A	

Principal Accountabilities

The post holder is required to ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

Key Tasks

Management of examinations

To work as part of a team to oversee the day to day operation of examination venues.

To assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.

To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.

To make announcements to candidates prior to the start of examinations about examination regulations and procedures.

To ensure that candidates do not talk once inside examination venues.

To deal with queries raised by candidates.

To check attendance during examinations.

To record details of late arrivals and early leavers and collect scripts from early leavers.

To escort candidates from venues during the examination, as required, and supervise candidates whilst outside examination venues.

To escort candidates on toilet breaks, ensuring no unauthorised material is consulted and that examination regulations are observed at all times.

To collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.

To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To supervise candidates sitting exams on a computer and to ensure candidates' work is saved in accordance with procedures

To maintain a quiet environment in the area outside the examination venue

Maintaining discipline in examinations

To follow and enforce examination regulations and procedures.

To ensure that candidates are not admitted to examinations after the first 30 minutes or allowed to leave during the last 30 minutes.

To observe candidates carefully during examinations and to detect any misconduct.

To deal with cases of misconduct during examinations in accordance with examination regulations and procedures. This will involve speaking firmly but carefully to the candidates concerned, and ensuring that minimum disturbance is caused to other candidates in the examination venue.

To produce a written report of all incidents of misconduct, for consideration by the relevant Faculty Assessment Disciplinary Committee.

To speak at the end of examinations to any candidates who have engaged in misconduct, to inform them of the misconduct procedure and to invite them to make signed statements.

To ensure that all of the relevant material relating to cases of misconduct, including invigilators' reports and candidates' statements, is collected together at the end of an examination and passed to the relevant Faculty Registrar.

Special Features

You will not be able to work as an invigilator until you have completed all induction training requirements.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification



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In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Ability to communicate instructions effectively at all levels	A/I	E
		1.2	Demonstrate high levels of accuracy and numeracy	A/I	E
		1.3	Ability to write clear and concise reports in a pro forma style	A/I	E
		1.4	Demonstrate organisational skills in order to work to deadlines	A/I	E
		1.5	Ability to deal effectively with difficult interpersonal situations	A/I	E
		1.6	Ability to follow instructions relating to codes of conduct and regulations	A/I	E
2	General & Specialist Knowledge	2.1	An understanding of examination processes and academic disciplinary procedures.	A/I	D
		2.2	Ability to save and print files using standard office IT applications ie. Microsoft Word, as well as the ability to learn how to access in-house systems.	A/I/T	E
3	Education & Training	3.1	N/A		

4	Relevant Experience	4.1	Experience of working in an environment which requires concentration and attention to detail.	A/I	E
5	Special Requirements	5.1	Willingness to attend an annual briefing session.	A/I	E
		5.2	Evidence of a commitment to Equal Opportunities	A/I	E
Date of Revision		February 2014			
Key		Identification Method		A	Application Form
				I	Interview
				T	Test
				C	Copy of Certificates
				P	Presentation
				G	Group Assessment
		Rank		E	Essential
				D	Desirable