

Directorate for the Student Experience

**APPLICATION FORM: CASUAL EXAMINATION INVIGILATOR**

**INTERVIEWS TO BE HELD ON: Tuesday 26 April and Wednesday 27 April 2022.**

**TRAINING: Arrangements to be confirmed (compulsory ATTENDANCE required for shortlisted candidates)**

**SEMESTER 2 2022 EXAMS: Monday 23 May 2022 – Friday 10 June 2022 (three week period excluding weekends and 2 x Bank Holidays 2 and 3 June)**

**It is preferable that all successful applicants to be available for the whole (or majority) of Semester exam periods (Morning session and afternoon session each day Monday to Friday).**

**Only postgraduate research UofM students can apply (no under graduate, post graduate taught or Masters) and you will need to obtain agreement of availability during these dates with your Supervisors prior to providing your availability. Also no undergraduates, post graduate taught and or Masters attending any other university may apply.**

**If you do not receive an invite to interview, your application will have been unsuccessful.**

**Current Hourly rate £9.67**

Thank you for your interest in becoming a Casual Invigilator at the University of Manchester.

In order to process your application, please download the document and complete it electronically. You should then email the completed form to:

[invigilation@manchester.ac.uk](mailto:invigilation@manchester.ac.uk)

PLEASE INCLUDE ‘**Semester 2 Invigilator Application 2022**’ in the subject line.

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| --- | --- | --- |
| Personal details | | |
| Title | Last name | First name |
|  |  |  |
| Phone - mobile |  | |
| Phone - home |  | |
| E-mail |  | |
| Address including post code |  | |
| NI number |  | |
| Date of birth (DD/MM/YYYY) |  | |

|  |
| --- |
| Skills |
| Please provide brief details on how you can **demonstrate** the key criteria listed at the end of this document and experience you have with reference to the particulars of the role. You must provide examples to demonstrate this. |
|  |

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| --- | --- |
| References | |
| Please give one referee from whom a reference may be sought. This should be someone who can assess your suitability for the role. | |
| Name | Address |
|  |  |
| Phone number | E-mail |
|  |  |
| Capacity in which known to you | |
|  | |

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| --- |
| Criminal convictions |
| Have you ever been convicted of a criminal offence? (You are not required to detail spent convictions). Click on one of the boxes to select Yes  No |
| If Yes, please give details on separate sheet and submit with your application |

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| --- |
| Declaration |
|  |
| I declare that the information contained in this application is correct to the best of my knowledge. Click on the box to confirm |
| I understand that I will need to confirm my right to work in the UK |
| In accordance with UK data protection law, the information you provide on this form will be held and will not be released to any third party. If you do not continue with your application, or if you stop working as an invigilator, this information will be destroyed after 12 months. |

**The ideal candidate will:**

* **Be flexible**
* **Have effective communication skills and able to provide clear and audible instructions to a room full of candidates and also be able to listen discreetly and quietly and communicate back discreetly and quietly to individual student queries without causing any disruption to any candidates in the room**
* **Be confident and be a reassuring presence to candidates in exam rooms**
* **Conduct examinations in accordance with the regulations of the University**
* **Provide an environment whereby candidates can successfully complete their exam in a confident manner**
* **Will play a key role in upholding the integrity of the examinations process**
* **Follow instructions and guidelines fully**
* **Work both independently and as a team**

**ESSENTIAL CRITERIA:**

Student focussed

Excellent command of English

Excellent communications both oral and written

Accuracy and attention to detail

Excellent observation skills

Flexible and Adaptable

Reliable and dependable

Proven ability to follow clear instructions and procedures

**Additional Information**

**Invigilators must be able to walk/move around the exam room at all times to be able to swiftly respond to different situations, be able to lift and distribute boxes and other associated exam materials throughout the duration of the exam in order to fully discharge their duties. You can be sent to any location on campus with different levels of flooring i.e. flat surface, steps in lecture theatres etc and different locations in the same day which will involve walking at a swift pace to reach and could potentially be on different floors which may incur access via flights of stairs.**