

Directorate for the Student Experience

**APPLICATION FORM: CASUAL EXAMINATION INVIGILATOR**

**INTERVIEWS TO BE HELD ON:** 21st and 22nd November 2022.

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

**SEMESTER 1 EXAMS: Monday 16 January – Friday 27 January 2023 (two week period excluding weekends). It is preferable that all successful applicants are available for the whole (or majority) of exam periods (morning session and afternoon session each day Monday to Friday).**

**Only postgraduate research students can apply (no undergraduate or postgraduate taught students) and you will need to obtain agreement of availability during these dates with your supervisor(s) prior to providing your availability.**

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

**Hourly rate £10.90**

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

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

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

PLEASE INCLUDE ‘**Invigilator Application 2022/23**’ in the subject line.

|  |  |  |
| --- | --- | --- |
| 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. |
|  |

|  |  |
| --- | --- |
| 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 | |
|  | |

|  |  |
| --- | --- |
| Postgraduate Research Students only | |
| Student Number |  |
| Has your supervisor agreed to you undertaking this role? | Yes  No |

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

|  |  |
| --- | --- |
| Declaration | |
|  | |
| I declare that the information contained in this application is correct to the best of my knowledge. | Yes |
| I understand that I will need to confirm my right to work in the UK. | Yes |
| 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, be able to provide clear and audible instructions to a room full of candidates.**
* **Be able to listen and communicate back discreetly and quietly to individual student queries without causing any disruption to any candidates in the room.**
* **Be a confident and 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 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 require access via flights of stairs.**