The University of Southampton’s Exams, Awards and Graduation team enlists the support of Examinations Invigilators to assist with the professional and efficient delivery of its examinations arrangements.

The main purpose of the Exams Invigilator is to maintain the integrity of the examinations according to University of Southampton regulations and procedures, working to the timetable provided by the Exams, Awards and Graduation team.

**The role of an Exams Invigilator:**

- To be able to attend the Exams, Awards and Graduation Office during designated times to collect examination papers and associated paperwork, and to ‘sign in’ to confirm attendance.
- To set out the papers on the correct desks in advance of students entering the room; in larger rooms, several different exams may take place.
- To organise the admission of students to the room, at the correct time and to the correct desks in a coherent manner.
- To draw students’ attention to relevant procedures and regulations prior to starting their exams.
- To monitor students’ behaviour in the examination room carefully and to ensure compliance with procedures and regulations is followed.
- To escort students to the toilets during exams (under exam conditions)
- To compile accurate attendance/absentee records and to complete the administrative processes and paperwork.
- To be willing and able to use a walkie-talkie to contact the Exams team with paper and administration queries (training provided)
- To complete Invigilator incidents forms and relay any incidents that occur during the exam session back to the Exams Team
- In the event of a student illness or emergency, to contact a first aider or to raise the alarm to the Exams team.
- To deliver the examination papers back to the Exams, Awards and Graduation Office immediately and securely at the end of an examination.
- To be willing and able to invigilate consecutive examinations, assuming at least a 30 minute break is provided.
- To be willing and able to invigilate computer-aided assessments (CAAs) and additional requirements sessions as required following training at an appropriate level of experience (usually after working one complete exam period).
- To attend briefing meetings each semester, before each set of examination periods start, to discuss new developments, e.g. amendments to policies and procedures.
- In an emergency, to organise the exit of students from the hall(s) in an orderly fashion at all times.