

The primary responsibility of invigilators is to support candidates in a calm and approachable manner whilst maintaining examination integrity.

The role of an invigilator:

- To ensure exams are taken in a comfortable environment.
- To support candidates: helping them find their seats, to understand how to comply with regulations and to answer any questions.
- To give the invigilator announcements before exams start, either by using a microphone or projecting your voice.
- To monitor students' attendance and behaviour in the examination room carefully and to ensure compliance with procedures and regulations is followed.
- 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 by radio.
- In an emergency, to work with colleagues to organise candidates' the exit of candidates from the venue quickly and safely.
- Able to invigilate computer-aided assessments (CAAs) and additional exam requirements (AERs) sessions as required following training at an appropriate level of experience (usually after working one complete exam period).
- To attend briefing meetings before each set of examination periods start, to discuss new developments.
- To give evaluative feedback on colleagues and procedures requested.

Primary duties of invigilators at the University of Southampton:

- Check in at the Exams, Awards and Graduation office during designated times to collect examination papers and associated paperwork
- Set out exam papers on the correct desks in advance of students entering the room; in larger rooms, several different exams may take place.
- Organise the admission of students to the room, at the correct time and to the correct desks, in a coherent manner.
- Check candidates' dictionaries and calculators.
- Escort students to comfort breaks under exam conditions.
- Compile accurate attendance/absentee records and to complete the administrative processes and paperwork as directed by the Exams team and/or invigilator team leader.
- Use a radio/walkie-talkie (after training) to contact the Exams team with paper and administration queries.
- Deliver the examination papers back to the Exams, Awards and Graduation office immediately and securely at the end of an examination.
- Able to invigilate consecutive examinations, assuming at least a 30-minute break is provided.
- Demonstrate respect for all students and colleagues.
- Follow policy and procedure on academic integrity and support student welfare.