

Invigilation for the University of Southampton
Examinations Invigilator
Person specification

To be read in conjunction with the Job Description

1. Commitment to higher education and to supporting students at a stressful time in their education.
2. An organised and reliable approach to carrying out the duties listed in the role specification.
3. A friendly and professional manner towards students and other staff so that together we provide a supportive and efficient service to our students and faculty colleagues.
4. To have a basic level of IT literacy to enable invigilation of computer exams, and have internet and e-mail connectivity for communication purposes.
5. A clear voice and the ability to communicate the procedures and regulations calmly to students, in a firm but open way.
6. A willingness to read and comply with our guidance to enable exams to start at the scheduled time and to minimise any disruption caused by an unforeseen circumstance.
7. Be willing and able to work with a more senior invigilator during your first five exam sessions for mentoring, coaching and feedback.
8. Good general health so that you can lead room evacuations in case of emergency.
9. Be able to attend training sessions for induction and for computer-aided assessment and additional requirement (diversity) training.
10. Be available to attend a briefing session at least once a year.
11. Demonstrate respect for all students and colleagues.
12. Follow policy and procedure to deliver on academic integrity and support student welfare.