

Summary

Job title	Invigilator
Division	Academic Administration Division
Department	Student Registry
Location	Central Oxford
Grade and salary	Grade 2: £22,631-£22,681 per annum
Hours	Variable hours
Contract type	Permanent
Reporting to	Deputy Head of Student Assessments
Vacancy reference	170679
Additional information	There are 16 posts available

The role

Invigilators are appointed to work for a series of half or full days during the University examination periods. The main period for examination occurs between March until the end of June and may include some Saturdays and Bank Holidays. Other sessions occur throughout the year on a much smaller scale. Most examinations happen during weekdays but there are a small number of exams on Saturdays and Bank Holidays. A Senior Invigilator, who may work alone or with a team of Invigilators under them, supervises each examination room.

Responsibilities

Invigilation duties involve the laying out of materials and question papers, monitoring the examination room and the candidates (students), assisting candidates, and accounting for all examination scripts at the end of an examination session. There will also be some computer-based examinations. An important role for Invigilators is to be responsible for all confidential material that has to be kept secure (the examination question papers, answer scripts in which candidates write and the lists of student names and numbers) and for this reason it is important that Invigilators are completely trustworthy and maintain observation of all candidates. The Senior Invigilator will allocate the necessary work for the team for each session; Invigilators will be required to spend long periods of time standing and manoeuvring around large examination rooms and to perform such other duties as the Senior Invigilator/staff managers may reasonably require.

Invigilators also need to command and show respect to others within a room of up to 400 candidates. They need to be attentive and discreet throughout the examination.

An examination session is usually a four and half hour period, from 8.30am to 1.00pm or 1.30pm to 6.00pm, and the number of sessions worked by each invigilator is flexible to fit in with their individual preferences, though we do require invigilators with good availability during the main March-June examination period. It is also useful to us to have some 'on call' Invigilators who can step in at the last moment for ad hoc examination sessions.



The University primarily runs examinations at two venues within Oxford, though this may change in the future. The majority are held at the Examination Schools on the High Street, but we also sometimes use a second venue at Ewert House in Summertown. Some other small examinations are held in departments in the city. As an invigilator, you would be expected to work at any venue, although preferences may be accommodated where possible within the overall invigilation requirements of the University.

If any current students in the University wish to apply, then such applicants must hold Probationer Research Student status or status for one of the following degrees: M.Sc. by Research, M.Litt., or D.Phil.

General Conditions

Invigilation	From January 2024
Standard Invigilator	£11.95 per hour
Senior Invigilator	
A) Being the sole invigilator in the exam room or acting as the senior invigilator in a team of not more than 2 invigilators	£12.93 per hour
B) Acting as the senior invigilator in a team of 3+ invigilators	£13.56 per hour
C) Acting as the senior invigilator in the room where the candidates may have extra time and/or the candidates use a word processor or other alternative arrangements.	£13.56 per hour
Alternative Arrangements	
A) Standard invigilator in the room where the candidates may have extra time and/or the candidates use a word processor or other alternative arrangements	£12.93 per hour

Selection criteria

Essential selection criteria

1. Good interpersonal skills.
2. Proven written and verbal English skills.
3. Demonstrable ability to remain calm under pressure.
4. Experience of working to set procedures.
5. Experience of working in a team.
6. Integrity and proven previous responsibility for maintaining confidentiality within your role.
7. Good general standard of secondary education.
8. Availability for weekday sessions in main exam season (March to June).

Desirable selection criteria

1. An educational employment background.
2. Good organisational skills.
3. Flexibility.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Student Registry

Student Registry is responsible for the running of the University's examinations; managing the student record held on the SITS student record system (records are held on 122,000 current and past students, with 140 data items on each; and reporting and analysing student data). This work is achieved and undertaken by six teams:

- Academic Records Office
- Degree Conferrals Office
- Data Quality Team
- Student Assessments
- Student Data Management and Analysis
- Student Immigration

To maintain the student records, the Student Registry works closely with colleges and departments to obtain and update the data, manages the Student Registration process and carries out monitoring and exception reporting, including work to produce the annual returns to the Higher Education Statistics Agency (HESA). The Section manages all aspects of the University's examinations from the configuration of assessments in SITS to the publication of results: including the entering of students onto assessments, the running of those assessments (both examinations and submissions), examiner appointment, and management of student examination alternative arrangements. It also oversees the administration processes underpinning the research student examination. Student Registry is responsible for verifying student degrees and working with colleges and the Proctors' Office to facilitate the running of the University's Degree Ceremonies. The team develops reports for staff accessed through SITS eVision and Tableau, and for the public via the web, responds to FOI requests, and works with admissions offices and Education Policy Support to analyse applicant and student data to support the formulation of a range of policies ranging from widening participation to students' career destinations. The team also manages Tier 4 student visa compliance and offers expert advice and guidance on all student immigration matters. Student Registry coordinating the Orientation Programme for new European and international students and student surveys,

including the Student Barometer and National Student Survey. The Department of XXX holds a bronze/silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Student Assessments

The Student Assessments section is comprised of three teams: Examinations Operations, Coursework Submissions and Research Degrees, and Assessment Projects and Continuous Improvement, which between them provide a wide range of examination-related services to the collegiate University.

The section is responsible for administration and management of the following areas: appointment and payment of examiners for taught examinations; receipt of taught submissions, including reporting missing or late work; examination process for research and higher degrees including appointment of examiners, management of submission/resubmission and issuing leave to supplicate; management of examinations in two venues including timetabling, alternative arrangements, invigilation, examination paper preparation, and running the venues during examination periods; and a growing range of examination services including mock examinations, transcription service and the archive of examination scripts.

In any given academic year, the Examinations and Assessments team delivers over 50,000 examinations, processes c.4,500 examiner appointments for taught degrees, receives c27,000 taught submissions, and processes c.1,200 research examinations.

The team works closely with colleagues in Colleges, Departments, Faculties, Divisions, with other central services within and beyond Student Registry, and with the Proctors' Office, and together ensure the smooth running of all aspects of University examination and assessment activity, seeking continual process enhancement and service improvement.

The existing organisation structure of Student Registry and the Student Assessments team may be subject to change.

Academic Administration Division

The Academic Administration Division (AAD) is the University's group of services focused on students and learning. We provide support and information that students need to thrive in their academic and personal lives, and encourage the professional and educational development of our staff. We operate in close collaboration with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

The AAD's work supports the student career from pre-admission through to graduation and beyond, and promotes the development of coherent systems and services across Oxford to underpin this. We focus on:

- **Student recruitment:** Attracting the best undergraduate and postgraduate students through outreach and admissions, and advising students through the admissions process.
- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.
- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems.
- **Educational policy:** Helping to develop and implement educational policies, upholding legislation, and providing quality assurance.

We also **support academic and professional staff** and the wider Oxford community through our language, sport, and professional and educational development services.

The AAD comprises: the Careers Service, Education Policy Support, Graduate Admissions, the Language Centre, the Centre for Teaching and Learning, Fees and Funding, Student Registry, Student Systems, Student Welfare and Support Services, Undergraduate Admissions and Outreach, and University Sport. They are supported by two professional support functions: AAD Administration and AAD Communications.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly aadadmins@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.