



**The Open
University**

Invigilators Required for Home and Additional Centre Examinations held by The Open University

Do you have excellent communication skills?

Are you organised?

...able to work as part of a team and be calm under pressure?

...interested in acting as a 1:1 Invigilator in your local area?

then please see below the attached job role specification and application form.

Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

Vacancy reference	
Job title:	Invigilator
Reports to:	Invigilation Management Services, Operations, Planning and Results
Salary:	£12.40 per hour – 16.54 per hour
Terms and conditions:	Exam Invigilators
Grade	n/a
Duration of post:	On-going - See Section 4
Working hours:	As required – See Section 4
Location:	The Student's Home or Local Additional (Small) Exam Centres
Closing date:	12 noon 30 th April 2018
Type of application form accepted:	Open University Invigilator Application Form where you should detail how your skills and experience meet the criteria listed in the person specification.
Number of referees required:	Two
Unit recruitment contact:	Derek Mathieson

2. Summary of duties

To oversee the exam whilst in progress either within the home of a student or at an Additional (small) Exam Centre. To complete the identity checks of students sitting their exams, complete reports for each exam taken and maintain the security and safety of question papers and exam materials before and after the exam.

Tasks you will be asked to complete may include: checking exam materials and papers, student identity checks, invigilation during the exam to ensure rules and regulations are adhered to, accurate timekeeping.

Main responsibilities:

- Making contact with the student (Home Exams only) to confirm arrangements and ensure the student is aware of any additional requirements are in place such as extra time, rest breaks, software and question paper moderations.
- Arriving at the exam venue in advance of the allocated start time of the exam (minimum 15 minutes), ensuring the exam room is suitable for the exam to take place.
- Checking that all materials, including the question paper are available, and that any equipment is working (Including laptops and specific software if applicable).
- Ensure any errata is understood and related to the student prior to the exam and to deliver the exam rules, start and finish times in a clear and concise manner.
- Maintain vigilance and efficient timekeeping during the exam and complete the student identity check together with the attendance record.
- Ensure there is no talking or disruptions during the exam, rest breaks (If applicable) are adhered to within the guidelines of the OU Policy and Procedures for exams.
- Able to resolve issues and student queries before, during and after the exam.
- Ensure constant, effective and sensitive supervision of the student throughout the exam session.
- Complete an Invigilator report at the end of each exam session invigilated and to report all instances of irregularity, misconduct or other unusual circumstances in accordance with the University's invigilation instructions.
- Maintain absolute confidentiality regarding the content of the exam script, the circumstances and details of the students.
- Securely dispatch all exam scripts after the exam has been completed in accordance with the University's Instructions.

3. Person specification

Requirements

Education, qualifications and training

Essential:	A good general level of education, including GCSE (or equivalent) in Mathematics and English (grades A-C).
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	High satisfactory level of written and spoken English.
Desirable:	Customer Service experience. Access to own transport. Previous invigilator experience.
<u>Knowledge, work and other relevant experience</u>	
Essential:	Excellent oral and written skills. Strong interpersonal skills. Customer-focused approach. Working quickly, proactively and appropriately when under pressure. Working to strict deadlines. Understanding and applying detailed written instructions. Ability to maintain strict confidentiality, and high standards of security. Accuracy and attention to detail. Ability to maintain discipline whilst being firm but fair. Ability to maintain concentration for several hours at a time. Knowledge of and commitment to equal opportunities and diversity.
Desirable:	IT Skills. Delivering Customer Satisfaction. Experience of communicating with a wide range of people. Experience of working in a confidential environments. Willingness to keep up to date with relevant OU regulations. Knowledge of Data Protection and Freedom of Information legislation. Willingness to participate in on-going refresher training.
<u>Personal abilities and qualities</u>	
Essential:	A positive attitude and approach. Ability to commit to the achievement of the students and to the University. Take personal responsibility for tasks. Aptitude for problem solving. Ability to pay attention to detail and to maintain accurate records. Ability and willingness to work extended exam session times if required. Willing and able to travel to exam sessions at a student's home address.
Desirable	Experience of working as part of a team, and independently. Delivering Results. Ability to work under pressure and to tight deadlines. Ability to use own judgement and initiative.

4. Role specific requirements e.g. Shift working

Allocation to exam sessions is based on the number of students who need to sit an exam at home or an additional (small) exam centre, this means you may not be contracted for each exam period.

The exam periods which we may require assistance for are:

5th -11th June 2018

20th - 21st September 2018

26th September 2018

16th – 17th October 2018

12th December 2018

An individual exam session lasts for a minimum of 3 hours – this may vary for students who need extra time or rest breaks.

5. About the unit/department

ACADEMIC SERVICES

The most crucial interactions and relationships with registered students are managed through Academic Services, working in collaboration with colleagues in the University, and in particular those in central academic units. More than 900 staff are employed by the unit at or through:

- Four central sub-units based at Walton Hall, Milton Keynes:
- Access, Careers and Teaching Support
- Assessment, Credit and Qualifications
- Student Support
- Office of the Director, Academic Services
- Three National Centres based in Scotland, Wales, Ireland
- Four Student Recruitment and Support Centres

Academic Services is led by the Director of Academic Services who reports to the University Secretary.

ASSESSMENT, CREDIT AND QUALIFICATIONS (ACQ) – WITHIN ACADEMIC SERVICES

Assessment, Credit & Qualifications (ACQ) is one of the four functional central units in Academic Services, it is based at the Centre (Walton Hall campus in Milton Keynes) and consists of around 125 staff and operates on an annual budget of around £10.7 million. The Director of ACQ is responsible to the Director of Academic Services for the leadership and management of all activity associated with assessment, credit and qualifications, which currently operates across 5 locations.

Policy

Led by the Assistant Director, Policy, this section is responsible for the effective fulfilment of assessment and qualification related policies, procedures and design, taking account of Governance approval and Quality Assurance requirements. The Policy section comprises of four centres:

- Data, Systems and Vocational Qualifications
- Policy Exceptions and Academic Conduct
- Policy Advice and Committee Support
- Communications and Planning.

Operations

Led by the Assistant Director, Operations, this section fulfils responsibilities related to assessment and qualifications, incorporating operational planning, assessment and results processing, verification and conferment of qualifications, ceremonies organisation and services that support the provision of advice on qualification progression. The Operations section comprises of four centres:

- Assessment Processing
- Operations Planning and Results
- Qualifications
- Ceremonies.

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Invigilation Management Services on **01908 332130** or email: SS-Exam-Invigilation@open.ac.uk

If you have any questions regarding the application process please email: SS-Exam-Invigilation@open.ac.uk


7. The application process and where to send completed applications

Please ensure that your application reaches the University by:	12 noon on 30th April 2018
Post it to:	Invigilation Management Services
Name/Job title:	Derek Mathieson
Department/Unit:	Operations, Planning and Results
Address:	The Open University Joe Clinch Building Hammerwood Gate Kents Hill Milton Keynes
Post Code:	MK7 6ZT
Or e-mail your application to:	SS-Exam-Invigilation@open.ac.uk

8. Selection process and date of interview

The interview undertaken by:	Invigilation Management Services.
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The interviews will take place by:	We will contact you as soon as possible after receiving your application to confirm if you have been shortlisted.
The selection process for this post will include:	Interviews will be conducted on-line using Skype, once references have been obtained. Identity checks will also be completed as part of your interview, requiring you to send your passport to Invigilation Management Services for verification.

	<p>We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.</p>
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Application for Invigilation

Please complete all sections of the application form as the information provided on this form will be used as part of the selection process.

Have you worked at the Open University before?	If yes what was your Staff ID/OUCUN
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vacancy Details:	
Ref.	
Role Title(s)	
For internal applications:	
Staff Number	
Internal Telephone number	

Personal Details

Title	Surname / Family Name	First Name (s)
Home Address		
		Post Code
Preferred Contact Number	Other Contact Number	Email Address
Nationality (applicable to all applicants)	Are you eligible to work in the UK?	
	Yes <input type="checkbox"/> No <input type="checkbox"/> Further information about what documents are required of proof of eligibility can be found on our employment website: http://www.open.ac.uk/about/employment/eligibility-to-work-in-the-UK	

Where did you see this vacancy advertised?	
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Secondary and Higher Education

(Please start with your most recent education)

Dates		School, College or University	Examinations taken, results/grades obtained, Scholarships or other distinctions Please state the title of any of these if applicable.
From	To		

Other Technical, Professional or Occupational Training/Courses attended

Dates		Institute or Employer	Type of Training e.g. Full time, part time, distance learning	Subjects Studied and Qualifications Gained
From	To			

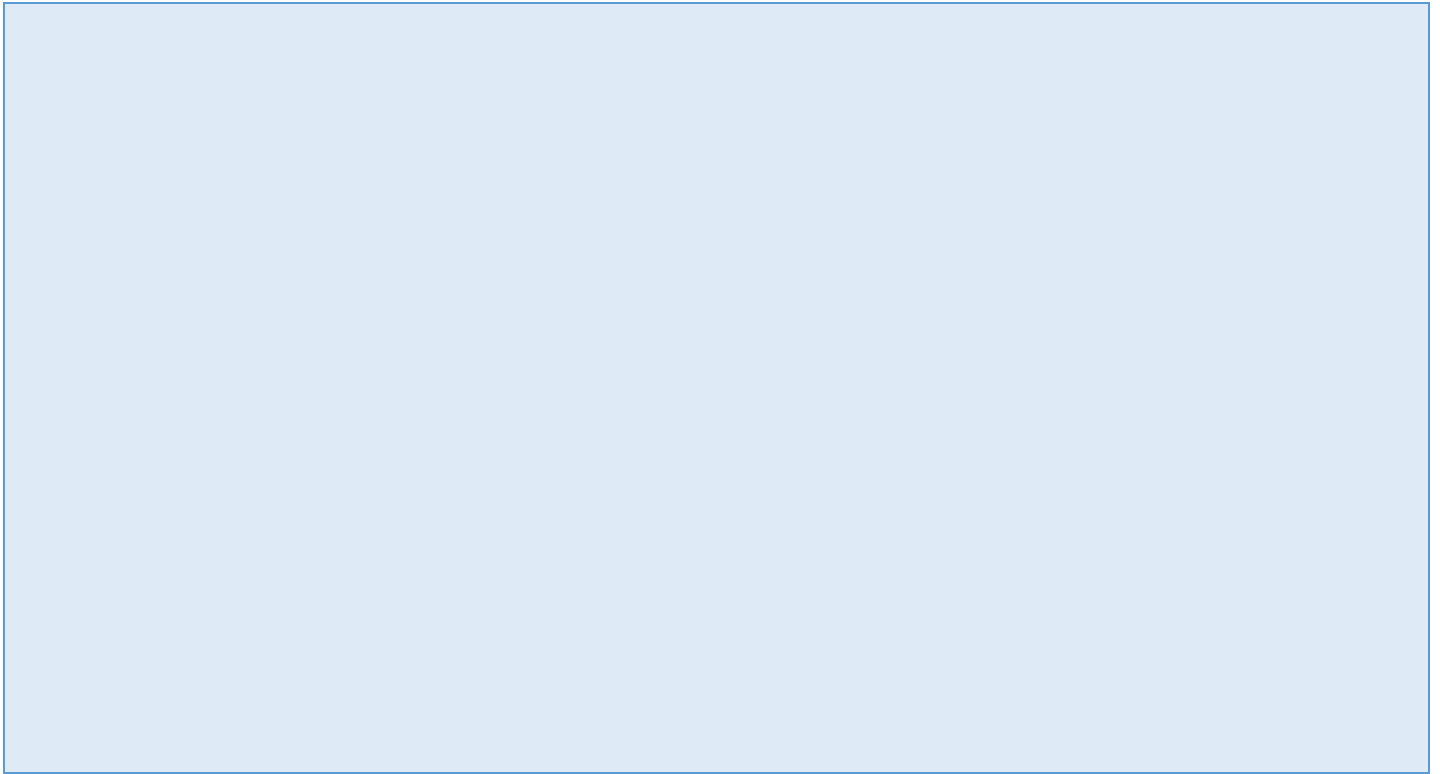
Membership of Professional Institutes or Societies (if appropriate)

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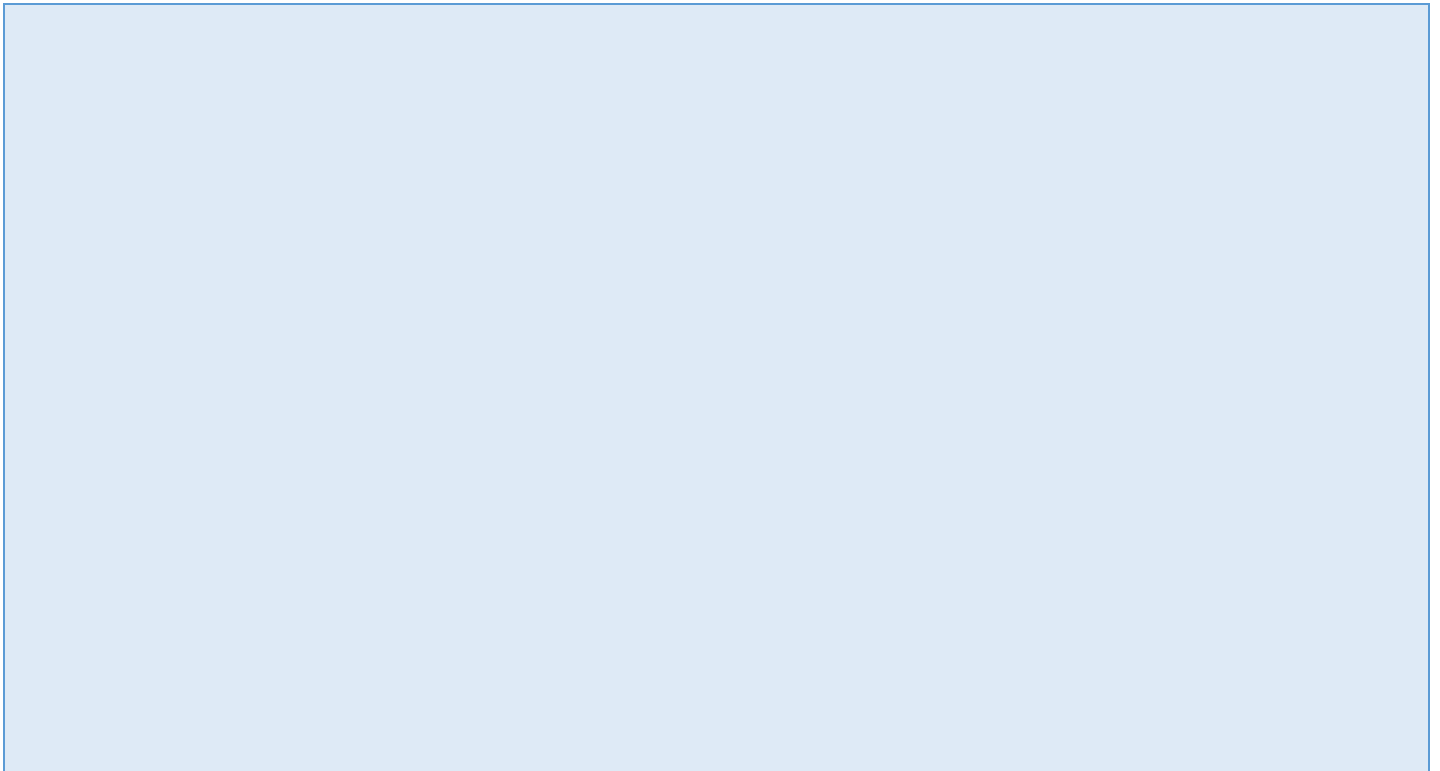
Employment History

Dates		Employer's name and address	Position held and brief details of duties	Current/Final salary and reason for leaving
From	To			

Please give details of any previous invigilation experience you may have. Please continue on a separate sheet if necessary.



Please use this space to describe briefly the nature of your present appointment or any other information you consider relevant to this application not covered elsewhere.



Please describe any qualifications or experience you may have in using computers, pc's, USBs, printers or voice recognition software.

Are you, or a close friend or family member, a current student with the Open University? Yes No

If yes, please give details (include module code and your relationship to the student):

Have you attached any continuation sheets to this application? Yes No

References

Please give below the names and addresses of people to whom we may apply for information about your work, experience and attendance record and indicate your relationship to the referee. One referee must be your most recent or current employer (if previously employed). If you have just left school/college, you may supply details of your Head Teacher/Principal.

1. Most recent/current Employer:		2. Relationship:	
Name		Name	
Address		Address	
Post code		Post code	
Phone		Phone	
Mobile		Mobile	
Email		Email	
Notes:		Notes:	

Before you are invited to an online interview we will contact your referees, please do keep this in mind when providing referees. Upon satisfactory receipt of your reference we will be in contact to confirm the next steps. to

Note for internal applicants: One referee must be the current Head of Unit (or his/her nominee).

If any referee knows you by a different surname please give details	
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Disclosure of criminal convictions

To apply for a job at the Open University you must tell us about any unspent criminal convictions you have.

When applying for certain jobs, you will also need to declare spent criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands. (See item 2 below)

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work you are applying for.

1. Please read carefully the notes in this section and enter any unspent convictions below (further information regarding rehabilitation periods are available from <http://www.open.ac.uk/about/employment/disclosure-of-criminal-convictions>).
2. Certain jobs are exempt from the Rehabilitation of Offenders Act 1974. This means that you must also state 'spent' criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands if you are applying for a job where there is likely be regular contact with under 18 year olds and other vulnerable groups. There may be other specified jobs that are also exempt from the Act – where this is applicable it will be indicated in the job advert and/or the accompanying recruitment information. A Disclosure and Barring Service disclosure will be required for all these posts that fall into this category where an applicant is offered the position.

Do you have any criminal convictions to declare? Yes No

If **yes**, please complete the section below:

Offence	Date of Conviction	Sentence

Further information in relation to any conviction may be required at interview.

I certify that the above information (and any further information enclosed) is correct and I agree that The Open University may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications).

I agree to The Open University processing and retaining the personal information contained on this form for any purposes connected with my application or my health and safety while on the premises, my employment record if appointment, and any institutional analysis.

Name	Date Completed

If an applicant is invited to an interview they will be asked to sign this form to authenticate the content.

Signature		Date of Interview	
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You have the right under the Data Protection Act to a copy of information held about you (the right of 'subject access'). You can obtain this information by writing to: *The Data Protection Co-ordinator, The Open University, PO Box 497, Walton Hall, Milton Keynes MK7 6AT.*



Please ensure that you return the completed application form including the attached Equal Opportunities monitoring form (which must have your date of birth completed in order that your application can be progressed) to SS-Exam-Invigilation@open.ac.uk or at the address specified on the further particulars for this vacancy.

Please now complete the **Equality Opportunities Form** in the section below.

Equal Opportunities Form

The Open University is an equal opportunities employer.


We have an equal opportunities policy, the aim of which is to ensure that no job applicant receives less favourable treatment on irrelevant grounds (e.g. sex, race, colour, ethnic or national origins, age, disability, religious, sexual orientation or marital status), nor is disadvantaged by conditions or requirements which cannot be shown to be justified and relevant to the job.

In order to ensure that this policy is carried out, it is necessary for us to have some means of monitoring our recruitment and selection activity. Only by such measures will we be able to identify potential sources of discrimination and take remedial action. For this reason alone we would be most grateful if you would answer the following questions.

On receipt, the monitoring form will be separated from the application form and securely stored. It will be treated as strictly confidential and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested; none of this information will be seen or used during the selection process.

Section 1


Date of Birth	Family Name or Last Name	First Name (s)

 This information must be provided to carry out our administration procedures; however it will not be used during selection processes.

Section 2

Please select one of each of the following sections which best describes you

Gender		Disability:	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Do you consider yourself disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/> I prefer not to say <input type="checkbox"/>

 Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Section 3

Religion or belief (Please describe your religion or belief)

No religion	<input type="checkbox"/>	Christian – Church of Ireland	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Christian – Methodist Church in Ireland	<input type="checkbox"/>	Spiritual	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Christian – Other Denomination	<input type="checkbox"/>	Other religion or belief – please state (optional)	
Christian – Church of Scotland	<input type="checkbox"/>	Hindu	<input type="checkbox"/>		

Christian – Roman Catholic	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	
Christian – Presbyterian Church in Ireland	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	I prefer not to say <input type="checkbox"/>

Section 4

Ethnic Origin					
White British	<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Mixed – White & Asian	<input type="checkbox"/>
White English	<input type="checkbox"/>	Asian or Asian British - Chinese	<input type="checkbox"/>	Mixed – White & Black African	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>	Mixed – White & Black Caribbean	<input type="checkbox"/>
White Scottish	<input type="checkbox"/>	Asian or Asian British - Pakistani	<input type="checkbox"/>	Other Mixed background	<input type="checkbox"/>
White Welsh	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>		
Irish Traveller	<input type="checkbox"/>			Arab	<input type="checkbox"/>
Other White background	<input type="checkbox"/>			Gypsy or Traveller	<input type="checkbox"/>
				Other Ethnic Group	<input type="checkbox"/>
Not Known	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>		
I prefer not to say	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>		
		Other Black background	<input type="checkbox"/>		

Section 5

Sexual Orientation (Please describe your sexual orientation)											
Towards people of a different sex (straight)	<input type="checkbox"/>	Towards men of the same sex (gay)	<input type="checkbox"/>	Towards women of the same sex (lesbian)	<input type="checkbox"/>	Towards people of both sexes (bisexual)	<input type="checkbox"/>	Other (e.g. asexual)	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>

Section 6

Community Background (N.B. This question is only for employees (and applications for vacancies) in Northern Ireland)							
Protestant community	<input type="checkbox"/>	Roman Catholic community	<input type="checkbox"/>	Neither community	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>

Applicant number (Office use only)	
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