



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin



## **Senior EXAM INVIGILATOR (For end of term and term time assessments)**

### **About Trinity:**

Trinity is Ireland's leading university and is ranked 81st in the world (QS World University Rankings 2024). Founded in 1592, the University is steeped in history with a reputation for excellence in education, research, and innovation, which has been inspiring generations of thinkers for over 400 years. [Trinity College Dublin- an introduction](#)

### **About the role:**

We are looking for experienced invigilators to join our team and contribute to the smooth and fair administration of our examinations. As a senior exam invigilator, you will play a crucial role in upholding the integrity of our exams and ensuring a conducive environment for all students. Successful applicants are added to a current panel (valid for up to 12 months) of senior invigilators available for end of term and term-time assessments only.

Invigilators will be required for exam periods only during August (1 week) December (2 weeks) and May (2 weeks) and annual training. There may be capacity for additional work during the academic year.

### **Responsibilities**

- Manage the exam venue and be responsible for the smooth running of exams
- Manage the invigilators during each exam, including sign in / out, assigning tasks, ensuring they are complete, invigilator break schedule
- Manage the administration of before, during and after each exam.
- Submit a full and accurate online report for each session recording any incidents, disruptions, or suspected irregularities.
- Collect exam materials from designated location and/or report directly to the venue at the specified arrival time.
- Instruct the Invigilators which area(s) of the room they should cover during the exam and ensure that candidates are constantly and appropriately supervised.
- Ensure papers and materials are distributed appropriately.
- Conduct invigilator supervision and administration of the exam process in such a way as to cause minimum disruption to candidates.
- Make announcements to candidates as necessary.
- Ensure conduct in the appointed exam room adheres to the University's exam procedures and policies.
- Ensure all exams start and end on time.
- Follow the correct procedure should a candidate become ill, distressed, or behave in a way perceived to be misconduct.
- Ensure that all invigilators are familiar with the fire exits in the room in which you are invigilating and the evacuation procedure.
- Ensure that completed exam scripts are collected, accurately tallied, and delivered to the Exams Office and/or that students have successfully submitted their answers digitally.
- Ensure examination materials are stocked and available in the exam venue

- Manage queries on examination papers and academic staff members at examinations
- Ensure that attendance is accurately recorded and keeping accurate records of candidates that arrive late or leave early.
- To ensure at the end of the examination that the venue is left in a suitable condition for the next examination and that exam materials are replenished.
- Be the point of contact for the Academic Registry team in exams

Standard work days are two examinations per day, typically starts at 8.00am and finishes between 5pm-6pm. The rate of pay for a senior invigilator is €185 per day (€23.09 per hour) (pro rata for half days or shorter exam sessions by agreement with the Academic Registry).

**How to apply:**

Applicants are expected to complete the Senior Invigilator form by 4:30pm 5<sup>th</sup> of July 2024. Please email queries to [exams@tcd.ie](mailto:exams@tcd.ie).

***Please note: Applying for invigilation work does not guarantee that you will be successful. Invigilation slots are limited, and priority will be given to those that commit to working the three exam sessions and full days in these exam weeks. Not all applicants will be allocated work.***

**Invigilation Training**

Remunerated Invigilation training sessions will be held ahead of the exam sessions in person and is mandatory to attend. The Exams Team will circulate dates of the training sessions to everyone who is successful in their application for invigilation work.

At Trinity, we are committed to equality, diversity, and inclusion. Trinity welcomes applications from all individuals, including those applicants with disabilities, those who may have had non-traditional career paths, those who have taken time out for reasons including family or caring responsibilities. We also welcome international applicants including those whom have been displaced due to war.

Trinity College Dublin is Ireland's premier University. We are an EU Sustainable Gender Equality Champion and we hold an Athena Swan Silver award, recognising our ongoing work to advance gender equality both within Trinity and in the Higher Education sector. Trinity is committed to supporting work-life balance and to creating a family-friendly working environment.