



## **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 individuals to join our team and contribute to the smooth and fair administration of our examinations. As an exam invigilator, you will play a crucial role in upholding the integrity of our exams. Successful applicants are added to a current panel (valid for up to 12 months) of invigilators available for end of term and term-time assessments only. Invigilators will be required for exam periods only during Semester 2 (last week of April to first week of May), one week in August (the 3<sup>rd</sup> week), Semester 1 (the first 2 weeks of December) and annual training. The dates are subject to change; there may be capacity for additional work during the academic year.

### **Responsibilities**

- Ensure that examination venues are appropriately prepared for the assessment, including setting up examination materials, and equipment.
- Provide support to students throughout the examination period, including ensuring that students have the necessary materials and equipment to complete their exams.
- Implement College regulations and guidelines, ensuring that examinations are conducted in a fair and appropriate manner.
- Verify the attendance and identification of students taking the examination.
- Observe students during examinations to ensure that they comply with regulations and report any queries or issues to the Senior Invigilator.
- Supervise students leaving examination venues, ensuring that students leave in a manner respectful of the other students completing exams and do not leave with examination materials or notes.
- Manage exam scripts in accordance with college procedures, including the distribution and collection of examination materials as instructed by the Senior Invigilator.
- 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.
- Bundling exam scripts ensuring that they are securely and accurately prepared for submission to the Exams Office, maintaining confidentiality and order.

***Potential shifts (subject to change, and some exam sessions may run late):***

**08:30 – 17:00**

**11:15 – 19:15**

**16:00 – 19:15**

**The rate of pay for an invigilator is €17.29 per hour.**

**How to apply:**

Applicants are expected to complete the Invigilator application form by 5:00 pm on the 28<sup>th</sup> of February 2025, with a CV and a reference letter (and a copy of IRP card for non-EU applicants) submitted to [invigilation@tcd.ie](mailto:invigilation@tcd.ie). Please email queries to [invigilation@tcd.ie](mailto:invigilation@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 full shifts 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 who 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.