**Information for new invigilators or those considering invigilation**

ATU Sligo host examinations on campus throughout the year but the main sessions occur in January, May & August. A number of exams are also hosted at an external venue in Dublin. Invigilators are vital to the smooth running of exam sessions.

**What is an exam invigilator?**

An exam invigilator is there to supervise the students during their exams and ensure exam regulations are adhered to. There are a number of main tasks you will be expected to complete in the role:

* Monitor that there is no speaking by students during the exam
* Ensure there is no cheating
* Provide students with the necessary equipment to complete the exam – e.g. exam paper, answer booklet
* Distribute and collect exam papers and completed exam scripts
* Support any students that may be unwell during the exam
* Start and finish the exams

**The ideal invigilator is a person who**:

* can exercise good judgement
* has excellent attention to detail
* enjoys working as part of a team
* Has a flexible attitude to work and hours
* is able to work within identified procedures
* can relate to students
* can keep calm under pressure
* possesses excellent communication skills

***Individual Exam Accommodations Invigilators***

Individual Exam Accommodations (IEA) Invigilators work in rooms for students who have been granted additional exam accommodations. These accommodations may include the use of a computer, rest-breaks, extra time, special furniture, a scribe and/or a reader. IEA invigilators are responsible for administering these accommodations alongside remaining alert to candidates' needs and possible instances of academic misconduct.

**Payment**

In all cases invigilators are paid for:

• Training undertaken prior to the exam season

• 30 minutes prior to the exam for set-up

• The duration of the exam

Payment and submission dates will be disseminated to all invigilators every year. Claims must be submitted to the exam’s office by certain dates monthly to ensure renumeration at the end of the given month. The link to claim payment is on the Invigilator page of the ATU Sligo website.

**Training**

All invigilators must undertake compulsory training/selection sessions each year or as required. This training provides essential information about the role of exam invigilators and the running of exams at the University including information, for example, on the day to day operation of exam rooms, how to deal with students who are in distress or who may have committed academic misconduct. All Invigilators must be Garda Vetted in advance of beginning work as an invigilator.

**Availability & shift allocation**

Whilst we will consider all applications, our preference is for candidates who are reliably available throughout the whole exam period. We do understand though that people may have other commitments and we will always do our best to work round these.

We aim to allocate shifts as far in advance as possible and will always try our best to give you the pattern and quantity that you have requested. In particular, we will try our best to allocate full days of work (rather than half-days) when this has been requested.

**Please do bear in mind however that our preference has to be the quality of the experience for students at all times.**