



Invigilator Appointment Procedure

BRUNEL UNIVERSITY LONDON

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1. Introduction

Brunel University London is committed to ensuring its students receive a high-quality student experience and are supported throughout the assessment processes. Exams are an important part of that experience for which the professionalism and function carried out by an Invigilator is key.

It is important therefore, that a robust recruitment process is followed to ensure the best people are recruited into these Invigilator roles. This will ensure Brunel University London provides an expert service and continuing support to our student population at this important time.

2. Scope

This document relates to those successfully recruited and appointed to Invigilator roles through the agreed process – It does not apply to other University staff.

3. Overview

There are **three** types of Invigilator roles:

Type 1 - Invigilator

Type 2 - Lead Invigilators

Type 3 – Digital Examinations Invigilator

4. Recruitment Process

Step 1 – Financial Approval

A recruitment approval process (REAP) and Job Hazard form should be completed and sent via CHIME through the required authorisation processes.

The hiring manager will be advised that the REAP has been received in HR and the Employment Services team will request the advert and job description for these roles.

The advert and job description templates can be found here: [Advert Template](#) and [Job Description](#).

Step 2 – Advertising

Once the advert and job description have been checked by the Employment Services team, the vacancy is advertised. This would normally be advertised on the external Brunel jobs board.

Other placements for the advert such as Libraries; local clubs etc. will be placed by the hiring manager.

Applicants submit their application via e-Recruiter by the closing date.

Step 3 – Short listing

Once the closing date is reached, the short-listing panel will review all applications.

Applications must be treated in strictest confidence and only those people shortlisting the applicants should share and discuss information with the shortlisting panel.

Information provided by applicants should be compared with the essential and desirable criteria being sought and short-listing based on the premise that the applicant clearly meets some / all the essential requirements.

- The timescale for recruiting the roles will normally be:
 - Advertise - February/March, with repeats in July and/or November if required
 - Applications reviewed - March
 - Interviews - Short-listed applicants will be invited to attend a training session, at which further selection will take place
 - Offers are made after the training

Prior to the Invigilator undertaking the training the department must check the individual's right to work.

Note: Disabled applicants who meet all the essential criteria of the person specification must be shortlisted for training.

5. Training Requirements

Successful candidates are required to attend the invigilator training (dates of the training will be confirmed to them in due course). Initial training is part of the selection process, and candidates unable to attend training will be unable to join the invigilation team.

Invigilators will be asked at the exam period to provide their availability details.

The department should ensure that a local induction is completed.

6. Payment Process

Payment for hours worked is made in arrears and will only be made for actual hours worked against authorised electronic timesheets and these must be submitted directly onto the online timesheet system, Talent Bank for Brunel.

It is the invigilators responsibility to ensure the timely entering of hours onto the online timesheet system each week (please note claims cannot be submitted after 8 weeks of the work being undertaken). If the hours are not entered within eight weeks of them being worked the system will automatically remove those weeks for which no claim has been made. This will delay payment and may also result in refusal of payment. Payment will be monthly in arrears on the 27th of the month.

Authorised electronic timesheets must however be received by Payroll by no later than the Sunday prior to the 7th of each month in order for payment to be made for the hours worked up to that date. Payments will be subject to Income Tax and National Insurance, as appropriate, and will be processed via the Monthly payroll. All payments are made directly to your bank account via BACS.

7. Reward and Benefits

Roles have been evaluated and hourly rates are as follows:

Invigilators / Digital Examinations Invigilator = £10.22

Lead Invigilators = £12.36

Invigilators have an entitlement to receive a pro rata payment for annual leave based on 28 days per annum, including public holiday days (providing the contract covers the period either side of the public holiday day) and a 12.07% payment enhancement will be paid in addition to the hourly rate.