



Role Descriptor

Examination Invigilator (Casual Worker)

College of Physicians & Surgeons of Glasgow

November 2025

Role Purpose

Examination Invigilators support the delivery of postgraduate medical, surgical and dental examinations, including oral and clinical assessments. Working alongside the College's Exam Coordinators, invigilators help ensure that examinations run smoothly, safely and in accordance with the College's regulations, professional standards, and relevant legislation.

Examinations may take place in non-clinical settings or hospital-based clinical venues across the Glasgow area. Full training and briefing will be provided for each examination. We welcome applications from individuals of all backgrounds and experience levels and are committed to inclusive and fair recruitment practices.

Please note: Due to the nature of the assessments to be invigilated, current trainees in medical professions and anyone currently working in a clinical or healthcare environment are ineligible to apply, in order to preserve the integrity and fairness of the examination process.

Main Duties and Responsibilities

Invigilators are expected to familiarise themselves with examination arrangements, regulations, and candidate guidance in advance. All duties must be carried out in accordance with the Equality Act 2010, UK GDPR and the Data Protection Act 2018, the Health and Safety at Work Act 1974, and the College's examination regulations.

Invigilators should expect to undertake the following:

1. Examination Venue Preparation and Close-Down



- Assist with preparation of examination venues, including setting out materials, equipment, and documentation.
- Ensure clinical and oral examination stations are tidy, equipped and ready for use.
- Support the clear-down and re-setting of rooms between sessions as directed.

2. Candidate Interaction and Supervision

- Check and confirm candidate identity and registration details.
- Provide routine, scripted information to candidates before and during examinations.
- Move candidates through timed clinical/oral examination circuits in accordance with schedules.
- Ensure proper conduct, including preventing communication between candidates.
- Supervise candidates during breaks, quarantine periods and when escorted outside the examination environment.
- Record early leavers, late arrivals and other required administrative details.

3. Examiner and Assessment Support

- Assist examiners in clinical or oral examination stations (e.g. resetting stations and equipment under instruction).
- Handle examination materials securely and confidentially at all times.
- Support with the accurate input of marks or data as directed by College staff.

4. Safety, Compliance and Incident Reporting

- Follow procedures in the event of an emergency, incident, fire alarm or first aid requirement.
- Report any irregularities, concerns or suspected breaches of exam regulations to College staff immediately.
- Maintain professional boundaries and follow the College's safeguarding and conduct expectations.

5. Administrative and Other Duties



- Complete mandatory training modules, including digital learning and updates.
- On occasion, provide clerical or administrative support within the Assessment Unit.
- From time to time, invigilate remote or online examinations (training provided).

Working Pattern and Environment

- Work is offered on a casual, flexible basis, with shifts allocated in advance depending on examination schedules.
- Early starts (from 7:00–8:00am) and occasional late finishes (up to 6:00–7:00pm) may be required.
- Duties usually involve periods of standing or walking and may include some moving or handling materials.

Reasonable adjustments can be discussed and accommodated where possible.

Knowledge, Qualifications, Skills and Experience

Essential

Knowledge / Qualifications

- A good command of written and spoken English (e.g., National 5 English, GSCE or SCQF 5 equivalent).

Skills

- Strong observational skills.
- Ability to follow detailed procedures accurately.
- Clear and courteous communication with candidates and staff.
- Ability to remain composed and professional in a busy environment.
- Ability to work collaboratively as part of a team.
- Reliability, punctuality and a professional approach to responsibilities.



- Commitment to equality, diversity, and inclusion, treating all candidates fairly and respectfully.
- Ability to handle information confidentially in accordance with GDPR.
- Basic digital skills (e.g., email, online training platforms, simple spreadsheet entry).

Desirable

- Understanding of examination processes or assessment environments.
- Experience in invigilation, education, customer service or administrative roles.
- Awareness of key issues relating to fairness and integrity in assessments.

Physical Requirements (Reasonable Adjustments Available)

This role may involve:

- Standing or walking for extended periods.
- Light to moderate moving and lifting examination materials and equipment.

The College is committed to supporting applicants and staff through reasonable adjustments, in line with the Equality Act 2010. Candidates are encouraged to discuss any adjustment needs during recruitment or training.

Confidentiality and Conduct

Invigilators must maintain strict confidentiality in handling candidate information, examination materials and examination processes. All staff must comply with College policies on data protection, conduct, safeguarding and professionalism.

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