



Job Title: Examination Invigilator/Graduation Ceremony Assistant

Unit/School: Registry Services

Grade: 1 A/B

HERA: REG06/REG 21

Core purpose of role

The role of Examination Invigilator is vital to the Universities 2030 Thematic Strategy of learning, teaching and student engagement. The post holder(s) will ensure the creation of an environment that supports students undertaking professional examinations.

The role of Graduation Assistant supports the Registry Operations Manager (Timetabling, Awards & Graduation) to facilitate the Spring, Summer and Autumn ceremonies. The ceremonies promote the Universities Civic Mission of inclusion of our Global students and partnership with local businesses.

Key responsibilities and contributions.

- To distribute examination scripts, question papers, and associated documentation to all students.
- To maintain a constant supervision of the candidates in their charge. This may be a group of students or one student.
- To ensure that candidates comply with the “Code of conduct for Examinations”
- To be responsible for the application of regulations governing examinations and alleged unfair practice. Ensuring that the Registry Operations Manager (*Timetable, Awards & Graduation*) is kept informed.
- Working as part of the wider invigilator team, ensure that the number of scripts collected tallies with the number of candidates that attended the examination.
- To undertake any training required by the University.

Graduation Assistant

- To assist with the preparation of the ceremonies.
- To actively work on the Cardiff Metropolitan University Ceremony Reception desk in providing information and documentation to the students and guests.



- To work unsupervised in providing first class customer service to students, guests and VIPS.
- Marshal students and guests during the ceremonies ensuring that students are sat in appropriate seats.
- Any ad hoc duties that are required for the running of the ceremonies.



Person specification

Essential qualifications / Professional memberships

- Educated to GCSE level or have equivalent experience.

Essential experience, knowledge and skills

1. Experience of invigilating or can demonstrate an understanding of what is required to facilitate examinations.
2. Experience or understanding of supporting a public event or a Graduation Ceremony.
3. Ability to use own initiative in a customer focused environment.
4. Excellent communication and interpersonal skills.
5. Demonstrate experience of working as part of a team.
6. Previous experience of communicating with groups.
7. Is IT literate and able to use basic word packages and internet browsers.
8. Can demonstrate how the Equality Act (2010) and the Data Protection Act (2018) should be used by Organisations when dealing with people and their personal data.

Desirable

1. Previous experience of working with diverse groups.
2. Ability to speak Welsh or other languages.
3. Able to work varied hours



Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires a basic DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal



behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.