

KING'S INNS INVIGILATION PANEL EXPRESSIONS OF INTEREST INFORMATION FOR EXAM INVIGILATORS

BACKGROUND

The Honorable Society of King's Inns ("**King's Inns**") invites expressions of interest for exam invigilators for inclusion on its panel of invigilators commencing in 2023.

King's Inns intends to put in place a panel of invigilators for an initial period of three years, subject to an extension of up to one further year.

King's Inns is an independent educational institution, renowned for professional legal education and training. As well as educating future and qualified barristers, the School extends its reach to a diverse community of people from non-legal backgrounds offering accessible part-time courses in specialist areas of the law.

King's Inns is proud of its culture of educational innovation in terms of the range of courses on offer, course design and delivery methodology, our diverse teaching panel of industry practitioners and in the use of e-learning software to allow students to participate in courses from a distance.

In all it does, King's Inns aims to be effective, dynamic and modern in practice, while cherishing and integrating many of the traditions from the time of its establishment in the 16th century.

The closing date for receipt of expressions of interest along with CV is 5 pm (Irish time) on Friday, February 3, 2023.

WHAT IS REQUIRED OF MEMBERS OF THE INVIGILATION PANEL?

King's Inns exams for the degree of Barrister-at-Law, Diploma in Legal Studies and Entrance Exam for the degree of Barrister-at-Law course are held in-person, at King's Inns premises. In written exams, candidates use their own laptops with an installed lock-down browser to submit responses online. Invigilators assist in the effective delivery of these exams. There are also oral, recorded assessments in Advocacy and Consultation as part of the degree of Barrister-at-Law exams. In order to support the number of students undertaking examinations throughout the year, there will be a number of Invigilators supervising examinations at any given time. Exams take place on weekdays and weekends.

The panel of Invigilators will be formed following a selection process, and members will be drawn from this panel as and when required to support examination activities at King's Inns.

King's Inns reserves the right to engage suitably qualified persons from outside the panel as invigilators, as it deems appropriate.

Duties Overview:

Examination invigilators (supervisors) are responsible for ensuring that examinations are conducted in accordance with King's Inns procedures, ensuring that students comply with the Examination Regulations and for supporting students during examinations.

- Ensures that an exam commences, continues and concludes in an orderly and timely manner, and that students are kept under constant and effective supervision throughout an exam;
- Checking attendance during examinations;
- Works alongside other Invigilators and carries out their function (as Invigilator) in compliance with King's Inns Instructions to Invigilators and the briefing given to Invigilators before a set of exams commences;
- Responsible for maintaining the integrity and reputation of King's Inns and the examination boards by ensuring that exams are delivered to prescribed standards for service and care to candidates;
- Supervises the exam venue, monitors candidate behaviour during the exam, maintains a presence but in a discreet manner, alert for to suspicious activity, remains calm should there be unexpected events or enquiries, and is sensitive to exam-related anxiety among candidates by ensuring events or enquiries are addressed and communicated in a steady and clear manner;
- Ensures that each candidate occupies their allocated seat, has only permitted items at their seat, and complies with the King's Inns Code of Conduct & Guidelines for the exams;
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- Keeps a log of any unusual incidents during the exams;
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner;
- Assisting with any situation which may arise in the exam venue, e.g. a student becomes ill or should the exam venue need to be evacuated;
- Be familiar with evacuation and other procedures at the exam venue in the event of fire, power-outage, or another emergency;
- Invigilators will be required to attend up to 1 hour in advance of exam start times and assist with venue preparation.

Training

Invigilation training sessions will be held ahead of the exam sessions, and each session will last around one hour. All Invigilator panel members will be asked to attend a certain minimum level of training each year in order to remain eligible to remain on the panel. Provided a panel member attends training as required, they will receive a payment for this training.

When do exams take place?

Exams take place on weekdays and weekends and a panel is needed to permit reasonable levels of availability and flexibility for Invigilators and King's Inns in undertaking this important activity.

PERSON SPECIFICATION

WHAT IS REQUIRED TO BE AN INVIGILATOR AT KING'S INNS?

Invigilators must have experience of working effectively as part of a team, have excellent communication and time-keeping skills with an ability to remain vigilant for long periods of time while remaining calm and courteous under pressure. They must also be meticulous and have an organised approach to work. Experience of working or studying in a higher education or second level education environment is desirable. Other experience includes working with the public and administration.

Invigilation slots are limited, and not all applicants who are placed on the panel will be allocated work.

Requirements:

- Excellent communication skills;
- Work efficiently under direction;
- Ability to deal with difficult or urgent situations;
- Excellent interpersonal skills with ability to deal with stressful situations, stressed or anxious students and remain calm;
- Demonstrate flexibility, availability and cooperation;
- Have a basic knowledge and understanding of using computers.

Personal Attributes:

- Punctuality and reliability;
- Accuracy and attention to detail;
- Mindful of candidates' needs;
- Discreet and respectful of confidentiality;
- Reliable with a flexible approach to work;
- Ability to deal with stressful situations and maintain calm;
- Invigilators are expected to be vigilant at all times in the examination halls.

You may be required to attend an information session and/or introductory meeting with King's Inns as part of the selection process.

All invigilators will be required to attend a training session prior to the start of examinations.

WHAT SHOULD INVIGILATION PANEL MEMBERS EXPECT FROM KING'S INNS?

Placement on the panel does not guarantee any minimum number of invigilation hours nor does it compel or require panel members to make themselves available to the King's Inns for a fixed number of hours. This is of course subject to commitments, once made, being delivered on.

- The rate for invigilation is €14.50 per hour. Exam duration can vary depending on subject, any specific requirements, and type of examination. The rate for scribe/reader is €20 per hour.
- Based on instructions from Revenue, PAYE is deducted at source. This is an administrative measure only, and does not indicate a contract of employment. Hours are paid on foot of a timesheet with payment processed through King's Inns payroll system.
- Where training is required by King's Inns as part of invigilation panel members' duties, this will be paid at the same rate for invigilation.

HOW TO APPLY

- An expression of interest form can be obtained from [King's Inns website here >](#)
- The completed form must be emailed along with a copy of your CV to hr@kingsinns.ie.
- King's Inns does not accept submissions in any other format.
- The deadline for the receipt of expressions of interest and CVs by King's Inns is **5 pm (Irish time) on Friday, February 3, 2023.**
- **King's Inns does not accept late submissions.** The time at which King's Inns receives the email is definitive.

PROCEDURE FOLLOWING SUBMISSION

- Following receipt of initial evaluation of expressions of interest and CVs, King's Inns may invite applicants to an information session and/or meeting as part of the process.