

Panel for Examination Invigilators (2023 to 2028 inclusive)

Institute of
Art, Design +
Technology
Dún Laoghaire

Background

Academic + Student Affairs in IADT are advertising for a Panel of Examination Invigilators who, once selected, will be available to supervise in-person examinations. The panel will be active for the 5-year period between Summer 2023 and Autumn 2028. If you are considered suitable, you will be placed on a panel from which you may be called. There are no guaranteed hours, which means you will be working on a temporary ad-hoc/casual basis.

Applications are invited from individuals who meet the criteria below.

Job Description

Reporting to the Academic + Student Affairs Co-ordinator, you will help to make sure that the students are in the right place at the right time; distribute and collect exam papers and ensure they have all of the materials and information needed for each exam. You would be working as part of a team, and would contribute to ensuring a calm environment for the exams.

Person Specification

The person would need to be reliable, punctual, and flexible and be able to relate to our learners. They would need to be available for the IADT Exam Periods, ie a two-week period in the middle two weeks of May, the last two weeks of August and mid-December. Very good spoken and written English is essential as you may be asked to act as a reader for students. Training will be provided and all invigilators will be Garda vetted – both attending for training and being Garda vetted are mandatory.

Duties and Responsibilities

You will be expected to:

- Supervise students sitting exams
 - Distribute and collect exam papers
 - Provide assistance where necessary
 - Act as a reader for students with educational needs
 - Help to set up the exams hall and collect exam papers
 - Be punctual as it is imperative the exams can start as scheduled
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Hours of Work

The hours assigned will be variable over the period of the exam sessions. You would be expected to be in attendance 30 minutes prior to each exam and approximately 30 minutes after each exam; you would be paid

for this additional hour. You would also be expected to attend for training, for which you would also be paid.

How to Apply

Applications must be made via this online form

https://iadt.formstack.com/forms/examination_invigilator_application_form

All sections must be completed for an application to be deemed valid. You will be asked to include a short statement about your experience of invigilating to date, and your suitability for this role along with an up-to-date summary CV. All applicants must be available to attend for mandatory training and be willing to be Garda vetted.

Closing Date

Completed applications should be made via the online form no later than **4.00 pm on Monday 10 April 2023**.

Selection Methods

- Candidates will be called for a short interview on the basis of the information contained in their application
- All suitable candidates will need to be Garda vetted in advance of taking up invigilation hours with the Institute
- The panel members will be inducted through a training programme on a day set by IADT; those who cannot attend this training may forfeit the right to a place on the Panel
- Should the person recommended for this panel decline, or having accepted it, relinquish it, IADT may, at its absolute discretion, select and recommend another person for this panel on the results of this selection process

Candidates should make themselves available on the date(s) specified by IADT. IADT will not be responsible for refunding any expenses incurred by candidates.

The Importance of Confidentiality

We would like to assure you that protecting confidentiality is our number one priority. You can expect that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Candidates should note that they may be required to submit documentary evidence in support of any particulars given by them in their application for this panel.

Eligibility to Compete

Citizenship / Permit Requirement

Eligibility to compete is open to candidates who are citizens of the European Economic Area (EEA) or Switzerland. The EEA comprises member states of the European Union along with Iceland, Liechtenstein and Norway. Other non-EEA candidates may be eligible to compete subject to their having or obtaining an appropriate valid work permit for the nature and duration of the position.

Former Public Service Employees

- Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including Incentivised Scheme for Early Retirement (ISER), Department of Health and Children Circular (7/2010), or Collective Agreement: Redundancy Payments to Public Servants
- Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance

Data Protection Acts 1988 & 2003, Freedom of Information Act 1997 & 2003

- Personal information submitted to IADT shall be treated as confidential information and stored securely by IADT as required under the Data Protection Acts 1988 and 2003. Your personal information will be used to administer our recruitment and selection processes and for the purposes of planning and monitoring recruitment campaigns. Personal data / information will only be retained for as long as is necessary to conduct our recruitment operations. Personal data gathered in respect of unsuccessful applicants will be shredded in accordance with the timelines set out in our records management policy approved in discharge of our obligations under the Freedom of Information Act 1997 & 2003. Certain items of information, not specific to any individual may be extracted from records for general statistical purposes
- By submitting your application for a post, you are agreeing to the use and management of your personal information in accordance with the arrangements set out above.

Garda Vetting

- Applicants are advised that nominated candidates will be required to undergo Garda Vetting prior to appointment to this panel of Invigilators and if appointed they will be subject to Garda Vetting at regular intervals thereafter. In the event of potential conflicts of interest, candidates may not be considered for this post.

Please Note

If you are currently in receipt of any State payments, please contact the relevant office to check that accepting this role and working for IADT will not cause any issues for you and your payments/stamps/pension etc. Exam invigilation is a paid role and you will be employed by IADT – it is not a volunteer role in any way. You are responsible to ensure that your employment with IADT does not affect your other payment/tax arrangements.