Terms of invigilator engagement

1.1 Duration of contract

A Terms of Invigilator Engagement contract is issued to all invigilators for the duration of each exam period. You must sign and return this contract by email to Invigilation Management Services before you can be allocated to any sessions in the exam period.

After you have signed and returned the Terms of Invigilator Engagement we will send you details of sessions where we would like you to invigilate.

When you sign the Terms of Invigilator Engagement Form you are agreeing to accept the terms, but we can’t guarantee you work during each period. The number of invigilators we need will vary depending on the number of students sitting exams and their location, therefore we can’t always offer suitable work in your area.

New invigilators, or invigilators wishing to change their bank details, should also sign and return the Invigilator Engagement Form.

1.2 Duration of sessions

At main exam centres, a session normally lasts 4 hours 30 minutes overall.

You are expected to arrive at the exam centre at least one hour before the exam session begins. For most students, the exam lasts three hours. However, there may be a few students who have been allowed up to 3 hours 30 minutes. Packing up and despatching the exam materials takes approximately half an hour.

If you find that you’re unexpectedly detained at the exam centre (i.e. occasionally a courier may be arriving considerably later than arranged to pick up the exam materials), you should contact Invigilation Management Services with details. They may be able to authorise a pro-rata payment for any additional time.

There are usually two sessions per day (i.e. one in the morning, and a second in the afternoon). It is preferable (but not essential) that you are available for both morning and afternoon sessions. If you’re asked to work for more than six hours you should make arrangements with the other invigilators present for you each to take a 20 minute break.

During the exam sessions, you can arrange with the other invigilators to take a brief tea/comfort break providing students are well supervised at all times.

If you’re acting as a senior invigilator, Invigilation Management Services may ask you to go to the exam centre on a day before the exams start to check over all exam question papers and materials and make sure that there are no omissions or shortages.

For additional centre exams, a session covers up to 4 hours 30 minutes overall.

This includes 30-45 minutes for preparation and despatch and up to 3 hours 45 minutes for the exam itself. You’re expected to arrive at the exam venue at least 15 minutes before the start of the exam if you’re at a student’s home and 30 minutes before the exam if you’re at any other additional centre.
In some cases, for example where special equipment is being used, you may need to allow more time for preparation/set-up. For exam time over 3 hours 45 minutes, you'll be paid pro-rata at the appropriate hourly rate (see below). If you're acting as an amanuensis for a candidate, Invigilation Management Services may ask you to conduct a practice session on a day prior to the exam session.

If you have been asked to act as a reserve invigilator, you should be on stand-by (i.e. be available to work and contactable by telephone) for an hour before the exam session begins.

1.3 Payment (from December 2018)

Main centre exams

<table>
<thead>
<tr>
<th>Role</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Invigilator</td>
<td>£67.47 per session</td>
</tr>
<tr>
<td>Invigilator</td>
<td>£50.60 per session</td>
</tr>
</tbody>
</table>

If you’re asked to check over the exam question papers and materials prior to the day of the exam, you can claim a session payment for this.

Additional centre exams

<table>
<thead>
<tr>
<th>Role</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invigilator</td>
<td>£50.60 per session</td>
</tr>
<tr>
<td>Amanuensis only</td>
<td>£50.60 per session</td>
</tr>
<tr>
<td>Combined invigilator &amp; amanuensis</td>
<td>£67.47 per session</td>
</tr>
<tr>
<td>Invigilator for PC exams</td>
<td>£57.76 per session</td>
</tr>
<tr>
<td>Further authorised time</td>
<td>£12.65 per hour for invigilator</td>
</tr>
<tr>
<td></td>
<td>£12.65 per hour for amanuensis</td>
</tr>
<tr>
<td></td>
<td>£16.87 per hour for combined invigilator/amanuensis</td>
</tr>
<tr>
<td></td>
<td>£14.44 per hour for invigilators for PC exams</td>
</tr>
</tbody>
</table>

If you’re acting as an amanuensis and you’re asked by Invigilation Management Services to conduct a practice session with the candidate before the exam, you can claim a pro-rata payment based upon the above session rate.

All fees are set regardless of the number of candidates being invigilated during the session.
1.4 Exam cancellation

If an exam is cancelled within seven days of the exam date, you may claim the following fees:

<table>
<thead>
<tr>
<th>Type of exam</th>
<th>Cancellation within 7 days of exam date</th>
<th>Cancellation on day of exam where invigilator has attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main exam centres</td>
<td>Session rate</td>
<td>Session rate plus travel expenses</td>
</tr>
<tr>
<td>Additional or home-based exam centres</td>
<td>Session rate</td>
<td>Session rate plus travel expenses</td>
</tr>
</tbody>
</table>

The session rate you’re entitled to claim will be the rate that applies to the role you’ve been appointed to for that exam, as in the tables above.

If you’re given more than seven days’ notice of cancellation, you can’t claim a cancellation payment.

If you’re unable to attend an agreed session, you can’t claim for payment for that session.

1.5 Inability to attend

If you’re unable to attend an agreed exam due to illness, you should contact Invigilation Management Services as soon as possible so that we can make arrangements to cover the session.

If a Senior Invigilator hasn’t arrived at the exam centre 45 minutes before the exam starts, you must inform Invigilation Management Services. They will either ask you or another invigilator to act as Senior Invigilator for all or part of the session concerned or will contact a Reserve Invigilator. The team will also find additional cover as soon as possible.

1.6 Travel and subsistence expenses

**Travel expenses** will be reimbursed on the basis of standard class public transport. If you’re using your own car, you may claim 38.5p per mile. If you’re travelling with another invigilator, the driver (not the passenger) may claim 5p per mile for the first passenger and 1.7p per mile for each additional passenger. Travelling time is not normally payable. Taxis may only be used in emergencies or with the prior permission of Invigilation Management Services. All claims for travel expenses, including public transport costs and parking charges, must be accompanied by a receipt.

If you’re using your own car you must have a current full driving licence and the vehicle you’re using must have a current MOT, tax and appropriate insurance. The University will not meet claims for invigilators who are not insured for business travel.

**Lunch expenses** can be claimed if you’re invigilating for both a morning and an afternoon exam session on the same day. All claims must be accompanied by receipts. You may claim for a packed lunch but you must provide receipts with the relevant items highlighted.
You can also claim for the cost of telephone calls made to Invigilation Management Services and related postage when supported by receipts.

All fees and expense claims should be submitted to Invigilation Management Services using a claim form as soon as possible and within 30 days of the final exam. Following checking and authorisation, payment will be made directly into your bank or building society account, as specified to us in the Invigilator Engagement Form.

You must return the completed Invigilator Report form to Invigilation Management Services (as instructed in the Invigilation Handbook) as soon as possible. Invigilator fees and expenses will not normally be paid until the invigilator report is received.

1.7 Income Tax and National Insurance

Income Tax will be deducted at the basic rate from fee payments unless you are exempt (see Invigilator Engagement Form for more details). Approved expenses will be paid tax-free. No deductions will be made for National Insurance contributions.

1.8 Status

For the purpose of undertaking the role of invigilator you are not an employee of the Open University.

1.9 Confidentiality and data protection

In your role as an invigilator, you will be responsible for confidential materials including exam question papers and candidates' exam scripts. You may also be given personal information about students who need reasonable adjustments or additional arrangements for their exams. This information is given to you for the effective management of the Open University’s exams and must not be used for any other purpose.

The Open University has an obligation under data protection legislation to ensure that any such information remains confidential. It is your responsibility to make sure that you only use this information as instructed by the University and don’t disclose any personal or exams information to any other parties. You must notify Invigilation Management Services immediately if you suspect that any personal or exams information has been misused.

All exam question papers and scripts must be returned to the University at the end of the exams, as instructed in the Invigilation Handbook. If you have been supplied with any personal information about a student, you must make sure that this is either returned to Invigilation Management Services or securely destroyed after completion of your duties in order to comply with data protection legislation. You must not make or keep copies of any of the information you’re provided with in the course of your invigilation duties.
1.10 How we use your details

The Open University will process and retain personal information contained on this form for purposes connected with your application or your health and safety while on the premises, your work record if appointed, and any statistical analysis.

If you’re appointed to invigilate an exam at a main exam centre, we’ll share your name and contact telephone number with the senior invigilator so they can contact you before the exam if necessary.

For further information on how The Open University uses personal data, please see the Staff, Workers and Applicants Privacy Notice.

You have the right under data protection legislation to a copy of information held about you (the right of ‘subject access’). You can obtain this information by writing to: The Data Protection Co-ordinator, The Open University, PO Box 497, Walton Hall, Milton Keynes MK7 6AA.

To accept these Terms of Invigilator Engagement please sign below and return to Invigilation Management Services by the date indicated.

You must let us know if you have had any relevant change of circumstances since first applying to be an invigilator with The Open University. In particular, you should tell us:

- If you’ve been convicted of any criminal offence since you applied to be an invigilator.
- If you or a close friend or family member is currently studying with The Open University.

I have had the following change of circumstances:

Signed on behalf of The Open University Date:

Agreed and accepted by:  …………………………………….. Date: ..................

Name (please print):………………………………………………………………………………………………………..

Please send your completed Terms of Invigilator Engagement to:

Invigilation Management Services
The Open University
PO Box 720
Milton Keynes
MK7 6ZQ

Email: ss-exam-invigilation@open.ac.uk