



Chief Invigilator Application

Main Purpose:

The Chief Invigilator is responsible for all the arrangements in the exam venue, which he/she/they have been assigned to, about the conducting of an examination or group of examinations.

Schedule of duties – The Chief Invigilator will come to each examination with a prepared schedule of duties for the School Invigilators for that examination and will give the School Invigilators an account of their duties when they are briefed.

Requirements:

- Applicants must be a Wits registered student in a Masters (dissertation only) or PhD programme for the current academic year.
- A good understanding of the policies and procedures related to examinations.
- Capable of working under pressure and be prepared to work long hours.
- Appointed Chief Invigilators will be required to be available for the entire examination period (07-28 June 2023).

An online Application form is available on the University's website via the Zahrah Link: [Wits Zahrah Forms](#)

Please ensure that your CV and proof of registration for the current academic year is NOT password protected.

Closing Date: 24 March 2023

Only shortlisted candidates will be contacted.

Interviews will take place the week of the 8-12 May 2023

A compulsory training session will be held on Friday, 2 June 2023.

For enquiries relating to this post email EGO at applications.ego@wits.ac.za. No applications will be accepted via email or by hand submission.

Incomplete applications or applications with inaccessible information will not be considered.