| **Authoriser Name:** |  |
| --- | --- |
| **Name of School / Unit:** |  |
| **Examination Location:** |  |
| **Exam Day and Date** |  |

| **Invigilator’s Name** | **Contact No.** | **Role:** | **Time worked from** | **Time worked until** | **Total No. of Hours** |
| --- | --- | --- | --- | --- | --- |
|  |  | Select |  |  |  |
|  |  | Select |  |  |  |
|  |  | Select |  |  |  |
|  |  | Select |  |  |  |
|  |  | Select |  |  |  |
|  |  | Select |  |  |  |
|  |  | Select |  |  |  |
|  |  | Select |  |  |  |
|  |  | Select |  |  |  |

**Please note:**

* It is the Invigilator in Charge/Head of School/Hospital Administrator’s responsibility to complete this form accurately.
* Completed Record of Invigilation Hours Forms must be submitted at the conclusion of every examination through this [Google form](https://docs.google.com/forms/d/e/1FAIpQLSdCSu7BsNQKUuNgytK0UKUiH76DmMfH6R4yLGB9zbrsCGjfcQ/viewform?usp=sf_link)
* To claim invigilation work with Registry, new invigilators must complete the hourly setup form first. Please email invigilation@ucd.ie to start this process.
* To receive payment, an invigilator must ensure they claim for invigilation work by completing an online ESS Timesheet. In order to be paid in the end of month payroll, timesheets must be submitted by the 12thth of each month to ensure both approvers have sufficient time. See payroll’s submission deadlines here <https://www.ucd.ie/hr/pay/hourlypaidemployees/>

**Please return completed forms via the** [Google form](https://docs.google.com/forms/d/e/1FAIpQLSdCSu7BsNQKUuNgytK0UKUiH76DmMfH6R4yLGB9zbrsCGjfcQ/viewform?usp=sf_link)

Invigilation, Assessment, UCD Registry, Tierney Building, Belfield, Dublin 4

**Phone:** +353 1 716 1389 **Email:** **invigilation@ucd.ie** **Web**: [www.ucd.ie/registry/assessment](http://www.ucd.ie/registry/assessment)