



**Student Education Service
Programmes and Assessment (Examinations and Progress)**

Post Title: Lead Invigilator

As a Lead Invigilator for the University of Leeds you will facilitate the smooth and efficient running of the formal examinations.

You will be responsible for setting up the exam venue by laying out exam question papers, answer books and other materials as required. You will be expected to organise support invigilators and supervise the exam from beginning to end.

You will ensure that all candidates adhere to the University rules and regulations and you will be expected to deal with emergencies, such as evacuation or relocation of students, whilst ensuring appropriate examination conditions are maintained.

At the end of the exam you will be responsible for the collection of all exam materials and for the safe delivery of those items to the Exams Sub-Office.

Responsible to: University Examinations Manager

Report to: Exams Officer within the sub offices

Pay: Grade 4 on the University Grade Scale

Main Duties and Responsibilities

Preparation

- Complete on-line invigilation training to a satisfactory standard, annually.

During Examinations

- Transport exam materials between the Sub Office and the exam venue as necessary. This can include papers, scripts books, formula books and special circumstances equipment – such as chairs, and lecterns.
- Oversee all aspects of the exam from beginning to end.
- Responsible for Support Invigilators working in the same venue.
- Delegate and organise work within the examination venue.
- Check the rubric of the exam paper and ensure that candidates are supplied with additional materials if required.
- Ensure that candidates adhere to the examination regulations and that examination conditions are maintained.
- Read out the speech card to start and end the exam.
- Check each candidate's identification and record attendance.
- Deal with issues/emergencies that arise and ensure that the Exam Sub-Office is informed.
- Responsible for candidates during an evacuation (e.g. a fire alarm).
- Relay exam question paper queries to the Sub-Office.
- Deal with candidates that are unwell and ensure that the Sub-Office is informed.
- Deal with late and additional candidates in accordance with the regulations.
- Deal with the relocation of candidates to another venue when necessary, ensuring that exam conditions are maintained.
- Check in completed script books at the Sub-Office.
- Ensure all related documentation is completed.
- Any other tasks as decided by the University Examinations Manager.

Person Specification

Essential

Experience

- Previous experience of supervising exams or of taking exams/.
- Previous experience of working within a team.
- Good written and verbal communication skills in English.
- Basic IT skills – use of Microsoft Word, printing and use of a USB memory stick.

Attributes

- Have the ability to perambulate between Sub-Office and the assigned exam venue. Note: exams are held across the campus and this may involve a moderate amount of walking.
- Have the ability to carry/convey exam material as required (carry-aids provided).
- The ability to work as part of a team.
- The ability to work under pressure to meet deadlines.
- A high level of accuracy and a good attention to detail.
- Good organisational skills.
- Good customer awareness.
- The ability to deal with confidential and sensitive information.

- The ability to act patiently and sensitively toward students.
- Have a flexible approach ie be prepared to invigilate formal exams plus other forms of assessment; eg oral exams, computer based exams.

Desirable

- Experience of invigilation related work.
- Be aware of University examination regulations.
- Knowledge of the University campus – buildings and departments.

Conditions

1. If you are a research student you must consult with your research supervisor and obtain their agreement before applying for this role.
2. You must be legally able to undertake part-time paid employment in the UK.
 - *Note: if your visa has a limit on the number of hours you can work per week you are limited to those hours unless you book official 'leave' with your supervisor. The Exams Office will require proof that official leave has been granted.*
3. You must have and be able to use a working e-mail account.

Note – This role requires a certain level of physical ability as Invigilators are required to regularly walk long distances across campus and to transport examination materials.