



**Student Education Services
Programmes and Assessment (Exams and Progress)**

Post Title: Support Invigilator

As a Support Invigilator for the University of Leeds you will work under the direction of a Lead Invigilator to facilitate the smooth and efficient running of the formal examinations.

You will assist with the preparation of the examination venue. You will supervise the entrance of candidates helping them to find their seat and settle down, giving them advice on appropriate examination regulations.

During the examination you will observe the candidates and ensure examination regulations are followed.

At the end of the examination you will assist in the collection of materials and will assist in their delivery to the Examination Sub-Office if required.

Responsible to: University Examinations Manager

Report to: Lead Invigilator, Exam Sub-Office Staff

Pay: Grade 2 on the University Grade Scale

Main Duties and Responsibilities

Preparation

- Complete the online invigilation training to a satisfactory standard annually or when requested by the Examinations Office.

During Examinations

- Report to Lead Invigilator.
- Convey examination materials to and from the venue as necessary, (this can include papers, script books, formula books and special circumstances specialist equipment such as chairs and lecterns, etc.).
- Assist with the laying out of examination papers, script books and other material on the exam desks in your allocated venue.
- Ensure that you are familiar with the rubric and the specific requirements of each examination.
- Supervise the entrance of candidates, helping them to find their seat and settle down, giving them advice on appropriate examination regulations.
- Observe candidates and ensure examination regulations are followed.
- Assist in the attendance marking process and the missing-ID process.
- Assist with the collection of materials and in their delivery to the Examination Sub-Office if required.
- Responsible for tidying the examination venue once all candidates have left and ensure the layout is as required for the following examination.
- Lay out examination materials on desks prior to the start of an exam.
- Any other tasks as decided by the University Examinations Manager.

Person Specification

Essential

Experience

- Good written and verbal communication skills in English.
- Basic IT skills – use of Microsoft Word, printing and use of a USB memory stick.

Attributes

- A high level of accuracy
- A good attention to detail.
- Good organisational skills.
- Good customer awareness.
- An understanding of how to deal with confidential information.
- A willingness to work as part of a team.
- Be able to deal with a number of issues simultaneously.
- The ability to act patiently and sensitively toward students with undertaking exams.
- The ability to comprehend exam regulations as they apply to exam candidates.

Desirable

- Experience of invigilation related work.
- Be familiar with the University campus.
- Be aware of University regulations.

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.