



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Support Invigilator, Programmes and Assessments, Student Education Service



**Salary: Grade 2 (£15,842 - £16,766 p.a)**

**Reference: SESSO1090**

## Support Invigilator Programmes and Assessments (Exams and Progress)

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.

You will be required to complete on-line invigilation training to a satisfactory standard, annually.

### What does the role entail?

As a Support Invigilator your main duties will include:

- Convey examination materials to and from the venue as necessary, (this can include papers, script books, formula books and special circs 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.
- 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.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Support Invigilator you will have:

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

You may also have:

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

## How to apply

To apply, please complete the online application form in the link below. Applications will be viewed periodically and you will be contacted if successful:

<https://forms.office.com/Pages/ResponsePage.aspx?id=qO3qvR3lzkWGPIIypTW3y43Q3jroGEZNVmBZfRP3TVBUMkNHUDBTSExRRkVWV0pIRDRHUzE1QzZUSi4u>



## Contact information

To explore the post further or for any queries you may have, please contact:

### Ling Mao, Exams Team

Tel: +44 (0)113 343 3986

Email: [exam-invig@leeds.ac.uk](mailto:exam-invig@leeds.ac.uk)

## Additional information

Applications will be viewed periodically and you will be contacted if successful.

Prior to each exam session, an availability form is emailed out to all invigilators asking them to confirm which days and times they are available to work, and then a rota is created based on everyone's availability. We hold exams across campus, including main venue examinations and special circumstances examinations (for students who are given extra time or require a scribe or a reader etc.). Our largest venue is Sports Hall 1 (in The Edge Sports Centre) which holds 575 candidates.

Our exam periods are always in the following months:

January

May/June

August

To explore the post further, please download the job description or read the Operational Guide for Invigilation at the University of Leeds through our online training link: [http://ses.leeds.ac.uk/info/22230/processes\\_and\\_training/912/invigilator\\_training](http://ses.leeds.ac.uk/info/22230/processes_and_training/912/invigilator_training)

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).



## Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

