



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Support Invigilator, Programmes and Assessment (Exams and Progress)**



**Salary: Grade 2 (£16,420 – £17,361 p.a. pro-rata) i.e. from £9.02 per hour**

**Reference: SESSO1134**

## Support Invigilator Programmes and Assessment (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.

### What does the role entail?

As a Support Invigilator your main duties will include:

#### Preparation

- Completing the online invigilation training to a satisfactory standard annually or when requested by the Examinations Office;
- Completing the online Equality and Inclusion training.

#### During Examinations:

- Reporting to Lead Invigilator.
- Conveying 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.);
- Assisting with the laying out of examination papers, script books and other material on the exam desks in your allocated venue prior to the start of an exam;
- Ensuring that you are familiar with the rubric and the specific requirements of each examination;
- Supervising the entrance of candidates, helping them to find their seat and settle down, giving them advice on appropriate examination regulations;
- Observing candidates and ensure examination regulations are followed;



- Assisting in the attendance marking process and the missing-ID process;
- Assisting 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;
- Any other tasks as decided by the University Examinations Manager.

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 be/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 undertaking exams;
- The ability to comprehend exam regulations as they apply to exam candidates.

You may also have:

- Experience of invigilation related work.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23:59** (UK time) on the advertised closing date.



## Contact information

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

**Mrs Ling Mao, P&A Exams & Progress**

Tel: +44 (0)113 343 3986

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

## Additional information

### 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).

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.

## Criminal record information

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post may require a standard criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

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.

