

Job description for Invigilator Team Leaders

The University of Southampton's Exams, Awards and Graduation team enlists the support of invigilator team leaders to assist with the professional and efficient delivery of its examinations arrangements.

In larger exam venues, a team leader is responsible for ensuring that the exam is delivered according to University regulations. They also act as a co-ordinator for the room throughout the examination.

The role of the Invigilator Team Leader

In addition to standard invigilation duties and responsibilities, the role of the Team Leader includes:

- Managing a team of invigilators, including allocating duties and ensuring team members are confident and can fulfil expectations.
 - Evaluating, training and supporting new invigilators as requested by the Exams team.
 - Accountability for the accurate reconciliation of scripts according to the attendance registration forms in complex and larger venues (where multiple exams are taking place).
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Skills

In addition to the skills and qualities required for invigilation, the Team Leader should:

- Be able to supervise peers and provide evaluative feedback.
- Have acted as an invigilator for at least 10 exam sessions in the last academic year. Experience pre-covid or at other institutions accepted.
- Be approachable at all times.
- Be able to support peers and candidates with a confident yet sensitive approach.
- To be able to think on the spot, problem solve and work well under pressure.
- Ensure incidents are reported to the Exams team in a prompt, concise and coherent manner (you are the first point of contact in emergency).