

Job Description for Temporary, Casual or Interim Positions

Job Title	Invigilator		
Interim Job Code	INT038	Pay Grid	Temporary
Student Work Program Job Code	WPS038	Pay Grade	Level 1

Job Summary

Performs the set-up of examination rooms and monitoring of students during examinations according to established procedures.

Accountabilities

1. Distribute, collate and collect examination papers, answer booklets and associated exam materials.
2. Monitor students during examinations and escort students as required.
3. Respond to inquiries from students, faculty and academic departments based on established guidelines and escalate as required.
4. Ensure adherence to examination regulations.
5. Administer student sign-ins
6. Complete and submit incident reports as required.

In addition to the above, this role may be responsible for:

7. Acting as a Scribe for students according to what the student is dictating
8. Acting as a Reader and read examination papers clearly
9. Making pre-scribed announcements throughout the examination period.
10. Review identification of and return completed examination materials to authorized faculty or academic personnel
11. Set-up test and examination arrangements including technical support.

Qualifications

Education: High school diploma or equivalent.

Experience: Prior customer service experience is preferred.

Working Conditions

- Prolonged periods of standing, walking and handling of paperwork.
- Prolonged periods of monitoring students.