



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## INVIGILATOR II

<b>Job ID</b>	<b>63447-4495</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=63447-4495">https://careers.indigenous.link/viewjob?jobname=63447-4495</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-06-28	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Department, Unit or Project Description:

Student Accessibility Services (SAS) provides vital support and academic accommodation assistance to students with disabilities and the broader university community. The Tim Nolan Testing Centre at SAS is available to help students access test and exam academic accommodations to meet their program's assessment requirements. In-person test accommodations occur in the McMaster University Student Centre (MUSC) basement, room B101. Tim Nolan testing center operations run from 8:00 AM – 10:15 PM, and shift hours may vary depending on the test center needs.

SAS seeks to recruit qualified casual staff to assist with the provision of invigilation of class tests and exams to students with disabilities on behalf of course instructors within our testing center. Tim Nolan Testing Centre is looking for mature, responsible, reliable, and committed individuals who are fluent in English (spoken and written) and can communicate effectively (read clearly). Individuals who can work in a stressful environment; handle difficult situations; resolve problems; oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. The ability to lift materials in boxes/bags (which may be a variety of sizes and weights) is required, as well as the ability to stand for a longer period. Examination Invigilators/Presiders are bound by the Academic Regulations as set by McMaster University policies. Must be able to work independently or as part of a team.

### Job Summary:

Performs the set-up of examination rooms, monitoring of students during examinations according to established procedures. Responsible for the review and formatting of test and exam materials and follow-up with faculty and academic departments.

### Accountabilities:

1. Provide information and orientation to Invigilator I.
2. Responsible for security, confidentiality, administration, and supervision of tests and exams.
3. Review, format and print test and exam materials in accordance with established guidelines and standards.
4. Liaise with faculty and academic departments regarding the administration of test and exam materials.
5. Distribute, collate and collect examination papers, answer booklets and associated exam materials.
6. Monitor students during examinations and escort students as required.
7. Monitor and respond to inquiries from students, faculty and academic departments in person, over email or on the phone, based on established guidelines. Escalate as required.
8. Ensure adherence to examination regulations.
9. Administer student sign-ins.
10. Complete and submit incident reports as required.
11. Enter, record and maintain information in spreadsheets and databases.
12. Ensure desk and work stations are in clean working condition.
13. Act as a Scribe for students according to what the student is dictating.

14. Act as a Reader and read examination papers clearly.
15. Make pre-scribed announcements throughout the examination period.
16. Review identification of and return completed examination materials to authorized faculty or academic personnel
17. Set-up test and examination arrangements including technical support.
18. Access MySAS Portal as needed

Qualifications:

Education: High school diploma or equivalent.

Experience: Prior customer service experience is preferred.

Assets:

- \* Microsoft Office (Outlook, Excel, Word)
- \* Web browser knowledge
- \* Technical knowledge
- \* Working knowledge of AODA and EIO

Additional Information:

- \* Able to work in a stressful environment; handle difficult situations; resolve problems.
- \* Accurate typing skills are required for scribing.
- \* Ability to read clearly with good pronunciation for the role of a Reader.
- \* Ability to deal with difficult or urgent situations.
- \* The ability to lift materials in boxes/bags (which may be a variety of sizes and weight) is required.
- \* Invigilators are bound by the Academic Regulations as set by McMaster University policies.
- \* Must be able to work independently and as part of a team.
- \* An understanding and commitment to maintaining appropriate standards of confidentiality and security of materials.
- \* Control and manage the test environment.
- \* Invigilate during examinations and deal with queries and/or irregularities raised by candidates in accordance with procedures.
- \* Dependability, reliability, punctuality.
- \* An appreciation and understanding of differences in cultural communication styles.
- \* During a typical test, Invigilators may work for approximately 3 - 5 hours per shift.
- \* Our test center operations run from 8:00 AM &ndash; 10:15 PM, and shift hours may vary depending on the test center needs.
- \* No undergraduate applicants will be selected.
- \* Ability to multi-task and handle high volume of students seeking accommodations.

For more information, visit McMaster University for INVIGILATOR II