

POSTING NOTICE

COMPETITION #: SC-070-2425

POSTING DATE: March 11, 2025

CLOSING DATE: March 20, 2025

CLOSING TIME: 12:00 PM

POSTED: EXTERNAL

POSITION TITLE: Exam Invigilator

CLASSIFICATION: Out-of-Scope

WAGE: \$18/hour

LOCATION: Fort Qu'Appelle, SK

TERM: March 24, 2025 to June 30, 2025

HOURS OF WORK: Casual (to a maximum of 100 hours total)

STATUS: Term / Casual

IMMEDIATE SUPERVISOR: Lead Advisor

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

This position is primarily responsible for supervising students during exam writing, to ensure fair and proper conduct.

JOB DUTIES AND RESPONSIBILITIES:

- Ensure the exam begins on time and that student has the correct information and material to complete the exam
- Monitor, document, address and report incidences of misconduct
- Advise student of exam procedures and regulations
- Scribe for the student (type/write down a students dictated answers) and/or read the exam to the student as required
- Handle queries raised by students or refer them appropriately
- Escort and supervise students who leave during exam invigilation outside examination venue
- Collect and collate examinations and materials in accordance with strict procedures

QUALIFICATIONS:

1. Education & Experience

- The minimum educational qualification for this position is up to and including completion of Grade 12 or equivalent.
- The minimum amount of practical, related experience required to perform the duties of this position is less than one year.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities

- Professional
- Ability to work well with others

- Good communication skills
- Punctual & dependable

3. Other Requirements

- Satisfactory Vulnerable Sector Check required