

**Posting  
INVIGILATOR (Midterm & Final Exams)**

<b>Hiring Unit:</b>	School of Physical and Occupational Therapy
<b>Assignment:</b>	Various
<b>Hourly Wage:</b>	\$ 12.70
<b>Midterm Period</b>	February 8 <sup>th</sup> – March 18 <sup>th</sup> (additional dates as needed)
<b>Final Period</b>	April 10 <sup>th</sup> to May 5 <sup>th</sup> (additional dates as needed)
<b>Deadline to Apply</b> (posting expires):	February 15 <sup>th</sup>

**PRIMARY DUTIES**

Position is open to all applicants including non-students and applicants external to McGill.

Invigilators are responsible for setting up the examination room according to specific requirements as well as ensuring that equipment and facilities are functioning properly. They supervise the delivery of the exams and documentation as well as their retrieval. Invigilators give instructions, make announcements, and handle students' problems. They are responsible to ensure that students comply with regulations with respect to exams. All mobile and web-accessible electronic devices must be collected from the students prior to the start of the examination and returned upon their departure. They must ensure that students must be accompanied to the washroom and cannot leave the examination room unescorted. They are responsible to report any behaviour by students or others that do not comply with University regulations. At the end of the examination period, they collect all exam materials and ensure that nothing is left behind in the examination room(s). They report back to the professor and ensure delivery of the exams.

Note: SPOT may refuse applicants in a conflict of interest due to academic affiliation or personal connexion to a student.

**EDUCATION/EXPERIENCE REQUIRED**

Secondary School Certificate or Equivalent;

**OTHER QUALIFYING SKILLS & ABILITIES**

Functional Spoken English and-or French

**HOW TO APPLY**

**Please submit your application to:**

Candidates with access to myfutures (all McGill students and alumni) should please apply using this website (<https://caps.myfuture.mcgill.ca/>). Candidates without myfutures access should please apply to Profmasters2.spot (at) mcgill.ca with the subject line INVIGILATOR APPLICATION. All applications must include a recent CV and a cover letter with your estimated availabilities during the exam periods. Please indicate in your CV if you have previously invigilated at McGill and in what department.

**An Employee working in a different position than the one covered by the present Collective Agreement must inform their supervisor in writing of any other assignments presently held at the University.**

*McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification. Should your circumstances require an accommodation, please do not hesitate to contact us with any questions you may have.*