

**SUPPLEMENTAL Posting FALL 2017
INVIGILATOR MID-TERM EXAMS**

Hiring Unit:	School of Physical and Occupational Therapy
Assignment:	SPOT Midterm Exams (May include the following : OCC1-245; OCC1-450; OCC1-545; OCC1-550; OCC1-551; OCC1-617; OCC1-618; OCC1-620; PHTH-201; PHTH-245; PHTH-303; PHTH-440; PHTH-550; PHTH-551; PHTH-606; PHTH-623; PHTH-645; PHTH-652; POTH-204; POTH-455; POTH-563; POTH-610; POTH-612; POTH-614; POTH-625; POTH-637; POTH-639; POTH-680; POTH-685)
Hourly Wage:	\$12.70
Exam period Start Date:	September 11, 2017 (start approx.)
Exam period End Date:	December 7, 2017 (ending approx.)
Date of Posting:	Sept. 11, 2017
Deadline to Apply:	December 7, 2017

PRIMARY DUTIES

They 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 behavior 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.

EDUCATION/EXPERIENCE REQUIRED

High School Leaving Certificate/Diploma (minimum requirement).

OTHER QUALIFYING SKILLS & ABILITIES

Very good language skills in either English or French.

HOW TO APPLY

Please submit your application to:

coursesecretary.spot@mcgill.ca. Please submit your curriculum vitae. In your email and/or cover letter, state your availabilities, preferences for scheduling, student status at McGill, language proficiency, previous invigilation experience at McGill, and any other assignments presently held at the University. **In the subject line of your email please indicate: SPOT invigilator application.**

An Employee working in a different position than the one covered by the present Collective Agreement must inform their supervisor in writing, on the application form, 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.