



Competition #U26-22/23 – Exam Invigilator/Reader/Scribe – Casual Pool

Great Plains College is looking for a dynamic and enthusiastic Exam Invigilator/Reader/Scribe(s) for our Kindersley Campus. The exam invigilator will provide support to the exam process by assisting in the smooth and efficient administration of examinations and ensuring security and privacy procedures around the testing are maintained.

Duties include:

- Checking attendance during examinations;
- Recording details of late arrivals and early leavers;
- Collecting exams and materials;
- Ensuring that students do not talk once inside examination venues;
- Responding to queries raised by students dealing with examination irregularities;
- Monitoring, documenting, addressing and reporting incidences;
- Maintaining exam security and privacy procedures;
- Troubleshooting computer technology in a time-sensitive situation;
- Ensuring that the examination room is clear and tidied for the next session and that the location is stocked with any needed materials.

Qualifications:

The Exam Invigilator should bring the following qualifications to this position:

- Grade 12 or equivalent
- Excellent organization skills
- Effective communication skills (written and oral)
- Effective interpersonal skills
- Effective problem solving skills
- Strong computer technology and internet skills
- Strong attention to detail
- Preference will be given to individuals who understand the principles of adult education

Term Position

Location: Kindersley

Start date: ASAP

End date: June 30, 2023

Total Contract hours: up to 90 hours (Casual Pool)

For additional information, please contact Fritz Eckstein, Region Manager, at 306-463-1356.

Send resume and cover letter, quoting competition #U26-22/23, by 12:00pm on December 8, 2022 to:

gpchr@greatplainscollege.ca

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.