Temporary Assignment (non-academic casual)
Association of Graduate Students Employed at McGill (AGSEM)

Posting Date: Monday, October 16, 2017
Expiry Date: Monday, October 23, 2017
Hiring Unit: Client Services – School of Continuing Studies
Job Title: Invigilation
Salary: $12.70 per hour
Term/Duration: Friday, December 8th, 2017 to Wednesday, December 20th, 2017
   (Including mid-terms for Winter session – Jan to March 2018)
Shifts: 5:30 – 9:30pm
Reference number: AGSEM-CS

Primary Duties:

The primary duty of invigilators is to enforce University Exam Regulations and to ensure that students may write exams while demonstrating their academic ability under circumstances that are as conductive as possible to this exercise. Invigilators are expected to ensure that there is no interference of any student by another student, and that there are no distractions or disruptions in the area of the students’ writing place. Invigilators must pay constant attention to those students under their surveillance, ensuring that cheating does not take place.

Requirements:

To be eligible to work as an invigilator, you must have a valid Social Insurance Number (SIN). Having a valid Social Insurance Number (SIN) is a condition of employment. If you are an international student, you must have a valid immigration document allowing you to be employed by McGill University. Please be advised that Continuing Studies students are not eligible to work as invigilators, as this would constitute a conflict of interest.

In addition, kindly note that invigilators are required to attend a paid training session prior to the examination period. This is a condition of employment. If you do not attend a training session, your employment will be terminated immediately.

How to Apply:

Anyone interested in applying to this position must complete and send the availability form found below, as well as their Curriculum Vitae to Mr. Johnny Martuccio, no later than Wednesday, November 1st, 2017. You may do so in-person at 688 Sherbrooke Street West, 11th floor – suite 1199, or by email at johnny.martuccio@mcgill.ca.
To: Potential New Invigilators

The primary duty of invigilators is to enforce University Exam Regulations and to ensure that students may write exams while demonstrating their academic ability under circumstances that are as conductive as possible to this exercise. Invigilators are expected to ensure that there is no interference of any student by another student, and that there are no distractions or disruptions in the area of the students’ writing place. Invigilators must pay constant attention to those students under their surveillance, ensuring that cheating does not take place.

The examination schedule for this session is now ready. Please be sure to provide a copy of your CV, as well as a completed availability form (found below), if you would like be considered as an invigilator for the upcoming examination period. Please respond at your earliest convenience, as you will be fitted in on a "first come - first served" basis. If you do not respond by Wednesday, November 1st, 2017 you will not be considered to work as invigilator for the upcoming examination period.

In addition, please note that SCS students are not eligible to work as invigilators, as this would constitute a conflict of interest. If your status is in question, please contact Johnny at (514) 398-2637 or by e-mail at johnny.martuccio@mcgill.ca.

You may submit your availability form and a copy of your CV as a scanned e-mail attachment to Johnny Martuccio directly, or in person at our office (688 Sherbrooke Street West, suite 1199).
POTENTIAL NEW INVIGILATOR - AVAILABILITY SCHEDULE

Fall 2017 Final Examinations

Hiring Unit: Client Services – School of Continuing Studies (SCS)
Shifts: 5:30 – 9:30pm

Last Name / First Name: ____________________________________________
Telephone Number: ____________________________
Email: _________________________________________________________

The upcoming Fall 2017 examination period at McGill University’s School of Continuing Studies (SCS), runs from Friday, December 8th, 2017 to Wednesday, December 20th, 2017. Please indicate, with a checkmark on the timetable below, the dates that you would be available to work, should you be hired as an invigilator.

Examinations are held from 6:00 – 9:00 p.m. in accordance with the published exam schedule. Invigilators, however, are required to work half an hour before and half an hour after the scheduled times. Please be advised that SCS students are not eligible to work as invigilators, as this would constitute a conflict of interest.

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<th>WED</th>
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<td>December 8th</td>
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<td>December 11th to 15th</td>
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<td>December 18th to 20th</td>
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☐ I am available to work for the mid-term session from January to March 2018 (exact dates not yet available).

**Important Notice(s)**

All exams will be held in either the Bronfman or Burnside building. With the exception of Friday, December 8th, 2017, where the exams will be held at the Sir Arthur Currie Gymnasium.

Please note that completing this form does not guarantee you a position to work as an invigilator. We ask for your availabilities prior to being hired, in order to ensure that we have enough invigilators on all of the exam dates scheduled.

Signature: ____________________________  Date: ___________________