## POSTING

**INVIGILATOR (FINAL EXAMINATIONS)**

<table>
<thead>
<tr>
<th>Hiring Unit</th>
<th>Faculty of Agricultural and Environmental Sciences (SAO)</th>
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</thead>
<tbody>
<tr>
<td><strong>Assignment:</strong></td>
<td>Invigilating Final Exams</td>
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<tr>
<td><strong>Hourly Wage:</strong></td>
<td>$13.25</td>
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<tr>
<td><strong>Exam Period Start Date:</strong></td>
<td>April 15, 2019</td>
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<tr>
<td><strong>Exam Period End Date:</strong></td>
<td>April 30, 2019</td>
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<tr>
<td><strong>Date of Posting:</strong></td>
<td>January 25, 2019</td>
</tr>
<tr>
<td><strong>Deadline to Apply (posting expires:)</strong></td>
<td>February 25, 2019</td>
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### PRIMARY DUTIES

- Prepare the examination room prior to each session to specific requirements as well as ensuring that equipment and facilities are functioning properly.
- Assist professors with the distribution of their exams.
- Ensure that only students with valid identification enter the examination room.
- Monitor student activity to ensure exam integrity is maintained.
- Assists professors in obtaining student signatures on sign-in sheets.
- Escort students to the lavatory.
- Ensure that when the exam has officially ended students stop writing.
- Assist professors with the collection of exams.
- Ensure the examination room is cleaned and empty after examination.
- Photocopying.
- Other related duties as assigned.

### EDUCATION/EXPERIENCE REQUIRED

Previous invigilating experience an asset.

### HOW TO APPLY

Application forms available in the Student Affairs Office, Laird Hall, Room 106
Completed application forms should be returned to same location.

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.