

**INVIGILATOR**  
**Exam Viewing – Winter/ Summer 2020**  
Hiring Unit: *Undergraduate Medical Education*

Assignment	Exam period	
Exam Viewing INDS 424 – March Progress Test Exam Viewing	Tuesday, April 7, 2020	1:00 pm – 3:00 pm (start & end time of exam: 12:30 pm – 3:30 pm)
Hourly Wage:	\$13.88 + 4% vacation pay	
Location:	McIntyre Medical Building, room 208/9 unless otherwise indicated above	
Date of Posting: (7 days minimum)	Friday , January 17, 2020	

**PRIMARY DUTIES**

Responsible for setting up the examination room according to specific requirements as well as ensuring that equipment and facilities are functioning properly. Administers the delivery of the exams and documentation. Handles students’ problems. Ensures that students comply with regulations with respect to exams. Responsible to report any behavior by students or others that does not comply with University regulations. Ensures that all mobile and web-accessible electronic devices are collected from the students prior to the start of the examination and returned upon their departure. Ensures that students are accompanied to the washroom. Alerts professor when students have a question. At the end of the examination period, collects all exam materials and ensures nothing is left behind in the examination room(s). Responsible for reporting back to the professor and ensuring delivery of the exams.

**EDUCATION/EXPERIENCE REQUIRED**

High School Leaving Certificate/Diploma (minimum requirement).

**OTHER QUALIFYING SKILLS AND ABILITIES**

Must be client-focused and service oriented. Punctual. Demonstrated excellent communication and organizational skills, and an ability to transmit and receive information accurately. Demonstrated ability to listen and efficiently assist clients with problems. Ability to follow instructions and to work independently and as part of a team. Ability to act in an acceptable manner so as not to disrupt students writing the exams. English, spoken and read. French an asset.

**HOW TO APPLY**

Please submit your candidacy to: [invigilation.med@mcgill.ca](mailto:invigilation.med@mcgill.ca) and refer to posting #:  
Exam Viewing for Winter and Summer 2020

**TO APPLICANT:**

**In a single application email**, 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.

**‘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. In accordance with Canadian and Quebec law, the above is conditional upon obtaining the appropriate work authorization from any or all of the following as applicable: Citizenship & Immigration Canada, Immigration Quebec and Human Resources & Skills Development Canada (HRSDC).*