Hiring Unit: PSYCHOLOGY
Hourly Wage: $15.50

Assignment: Invigilator for PSYC 408
Professor Dr. Sarah Racine

Course Title: Principles and Applications of Psychotherapy
Location: St. Bio S1/3

Required number of invigilators: 2

Exam Period – Start Date: Tues, Feb 4 Time: 11:35
End Date: Tues, Feb 4 Time: 12:55

Exam Period – Start Date: Thurs, March 12 Time: 11:35
End Date: Thurs, March 12 Time: 12:55

Office use: Date of Posting: January 23 2020
(post for 5 working days minimum)

Office use: Deadline to Apply: February 3 2020
(posting expires)

PRIMARY DUTIES
Go to instructor’s office 30 minutes before the exam takes place as preparation period (specific instructions about announcements, distribution and collection of exams and handling of problems). Take exams to the exam location. During the exam, invigilators ensure that students are not cheating by closely monitoring their behavior; invigilators must identify any students even suspected of cheating, and report the incident to the instructor. Invigilators also make announcements and handle student problems during the exam. After the exam, invigilators help to collect the exam booklets in an orderly fashion, and return them to the instructor’s office. Note: Training may be required if no experience in invigilating.

EDUCATION/EXPERIENCE REQUIRED

OTHER QUALIFYING SKILLS & ABILITIES

HOW TO APPLY
Submit your application to Graduate Program Administrator (2001 McGill College Ave, Room 705)

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.