



## BCGEU POSITION DESCRIPTION

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**POSITION TITLE:** On call Invigilator, ATS Auxiliary      **JOB NUMBER:** 990205  
**REPORTS TO:** Senior Assessment Coordinator & Scheduler and ATS Manager  
**INCUMBENT:**  
**DEPARTMENT:** Assessment & Testing Services.      **DATE CREATED:** July 31, 2018  
**JOB CLASS:** 2      **DATE REVISED:**

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### PRIMARY FUNCTION

The On-call Invigilator, ATS Auxiliary is responsible for invigilating/proctoring various types of exams and tests for both KPU internal and external exams.

### JOB DUTIES AND TASKS

1. Prepare computer work station or desk area for student examinee.
2. Assist examinee to settle in and start the exam.
3. Actively invigilate throughout exam.
4. Provide accommodations as needed.
5. Collect completed exam and return to ATS office.

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| <b>SUPERVISION RECEIVED:</b>  |
| This position reports to the Senior Assessment Coordinator, & Scheduler and Manager, ATS. Is supervised on each campus by the Test Administrators.  |
| <b>SUPERVISION/DIRECTION EXERCISED:</b>   |
| This position invigilates examinees.  |
| <b>PHYSICAL ASSETS/INFORMATION MANAGEMENT:</b>  |
| Needs to log into computers, set up relevant software or log onto web based test sites to set up for exams. Required online training for exam procedures.   |
| <b>FINANCIAL RESOURCES:</b>   |
| None.   |
| <i>The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.</i> |

### EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated ability and knowledge of exam invigilation procedures.
- Demonstrated knowledge of accommodations and access exams.
- High standard of spoken and written English; all communication to examinees will be verbal.



- Ability to troubleshoot minor computer issues, such as establishing WIFI connection, logging into software, and dealing with malfunctioning computers.
- Demonstrated ability to manage groups of people efficiently.
- Demonstrated ability to work as part of a team; to work efficiently under direction.
- Ability to work flexible hours including evenings and weekends; punctuality and reliability are key.
- Ability to work with information of a sensitive nature and retain confidentiality.
- Demonstrated organization and time management skills.
- Able to accept shifts as assigned on any campus – reliable transportation needed.

#### **EMPLOYER REQUIRED EDUCATION & EXPERIENCE**

- Some post-secondary work experience with student exposure.
- Some post-secondary education and experience with exams.
- Criminal records check and specific training to work on external client exams.