



BCGEU POSITION DESCRIPTION

POSITION TITLE: Lead Exam Invigilator, ATS Auxiliary **JOB NUMBER:** 826

REPORTS TO: Senior Assessment Coordinator & Scheduler and ATS Manager

INCUMBENT:

DEPARTMENT: Assessment & Testing Services.

DATE CREATED: April 13, 2022

JOB CLASS: 3

DATE REVISED: November 2022

PRIMARY FUNCTION

Reporting to the SR. Assessment Coordinator & Scheduler, the Lead Exam Invigilator, ATS Auxiliary ensures the integrity of internal and external examinations by insuring the policies and procedures are strictly followed by the invigilation team. The Lead Exam Invigilator respects and understands KPU's academic Policy ST7 and how exam conduct can affect risk to KPU. They will maintain exceptional professional levels of communication, acting as a conduit between the Testing Administrator, invigilators, student test takers and external client test candidates. The Lead Exam Invigilator has oversight of exams taking place during the same session, regardless of venue/locations around the campus.

JOB DUTIES AND TASKS

1. Oversee invigilators in the preparation of computer work stations or desk areas for all test takers.
2. Ensure that invigilators are verifying ID and following correct registration process.
3. Address all candidates at start of the exam, explaining exam conduct and procedures.
4. Ensure invigilators adhere to all internal and external testing policies and procedures and they are actively invigilating throughout exam.
5. Oversee preparation of accommodations to insure KPU meets their Human Rights, Duty to Accommodate. Assist invigilator with set up of special equipment or software.
6. Ensure that exam conditions, room environment and noise are all conducive to a fair and inclusive exam experience. Make any necessary changes to insure a barrier and stress free exam environment.
7. Rotate on call invigilators during lengthy exams to insure appropriate rest breaks. Provide back-up coverage in exam room as needed.
8. Report any suspicious activity to the Testing Administrator. Oversee removal of any items suspected to be used for cheating purposes. Verify and sign off Invigilator Incident reports at the end of the exam, notifying exam candidate of issues to be reported.
9. Ensure exam security; validating secure lock up procedures of all exam materials before, during and after each examination.



10. Collect completed exam, and insure that invigilators have asked students to sign off on all materials. Secure exam for return to ATS office.
11. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

This position reports to the Senior Assessment Coordinator, & Scheduler and Manager, ATS. While in exam session, reports to Test Administrator on each campus.

SUPERVISION/DIRECTION EXERCISED:

This position supervises Invigilators and oversees exam candidates during an exam session.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Required to log into computers, accessing correct exam platform, and overseeing secure log-in ID and registration process. Required to securely access client exam sites, and maintain a secure connection throughout the exam. Requires ongoing recertification and upgrading for computerized exam procedures.

FINANCIAL RESOURCES:

None.

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.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Maintains currency in all annual certifications for Yardstick, Paragon, CELPIP, CAEL and other corporate exams.
- Able to stay current with all KPU testing software.
- Able to set up test day exam program for Yardstick, Paragon, CELPIP, CAEL and other corporate exams, utilizing specialized software to register students, validate ID, assign workstations and start exam for up to 50 candidates in a test session. Must be able to correct system exam errors throughout exam, assisting candidates with successfully completing their session. Able to correctly end exams through the system, upload reports and close all sessions securely.
- Able to troubleshoot minor computer issues, such as establishing WIFI connection, logging into software, and dealing with malfunctioning computers. Assist Invigilators with support as needed and know when to escalate to exam client support or KPU IT support.
- Demonstrated ability to communicate clearly, acting as a conduit between Invigilators, test takers and Test Administrators.
- Demonstrated ability and knowledge of exam invigilation procedures, recognizing when it is appropriate or necessary to take action to improve the quality of the exam experience or environment. Understand when to seek direction from Test Administrators.
- Demonstrated knowledge of accommodations and access exams. Able to oversee set up of specialized equipment, software or other items required for a successful and barrier free exam.



- High standard of spoken and written English; all communication to Invigilators and test takers will be verbal.
- Demonstrated ability to manage groups of people quickly, quietly and efficiently. Able to speak to large groups of test takers.
- Supervise end of exam procedures, insuring exam materials are secured, all reports and materials returned to Test Administrators.
- 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

- Annual recertification for Paragon, CELPIP, CAEL and other corporate exams.
- Current training for KPU based testing software.
- Some post-secondary work experience with student exposure.
- Some post-secondary education and experience with student exams.
- Experience working with external clients in high stakes exam environments.
- Criminal records check required.