

## Position Description – Examination Invigilator

Updated 24/03/2022

POSITION DETAILS	
College/Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Student Administration Services
Supervisor (Title)	Operations Lead, Student Progress & Assessment
Classification	Higher Education Officer Level 2
Employment Type	Casual

POSITION SUMMARY
<p>Under close to routine direction the Examination Invigilator will assist in the effective and efficient operations of face to face and online examinations, and in particular, the invigilation and supervision of students at examinations, as prescribed by the supervisor. The Invigilator is also required to assist with associated processes and tasks in order to ensure compliance with University policy relating to conduct in examinations.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>COVID-19 vaccination, in accordance with the Flinders University <a href="#">COVID-19 Vaccination Policy (2022)</a> is a condition of employment with the University. Any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

### KEY POSITION RESPONSIBILITIES

The Examination Invigilator is accountable for:

1. Preparing the examination venue and assisting the Chief Invigilator, following instructions, as requested.
2. Preparing the allocated work area and assisting other invigilators.
3. Issuing examination papers and related examination materials.
4. Supervising students, and assisting students with alternative exam arrangements, as required.
5. Collecting attendance slips and completed examination papers.
6. Working with the Chief Invigilator to ensure that examinations are conducted according to University examination rules and policy:  
[www.flinders.edu.au/ppmanual/student/rules-for-the-conduct-of-examinations.cfm](http://www.flinders.edu.au/ppmanual/student/rules-for-the-conduct-of-examinations.cfm)
7. In consultation with the Chief Invigilator, document and report incidences including misconduct.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Demonstrated commitment to the provision of good customer service.
- Good interpersonal and communication skills with the ability to interact effectively and sensitively with all levels of University staff, students and general public.
- Attention to detail and accuracy, with the ability to understand and implement instructions.
- Demonstrated ability to use initiative and problem solving skills.
- Basic to routine computer knowledge.
- An awareness of manual handling principles.
- Previous experience supervising in test conditions is desirable.
- Knowledge of, and/or previous experience in the university sector would be an advantage.