



POSTING
INVIGILATOR (FINAL EXAMINATIONS)

Deadline to Apply (posting expires:)	February 1 2020
PRIMARY DUTIES	
<p>Prepare the examination room prior to each session to specific requirements as well as ensuring that equipment and facilities are functioning properly.</p> <p>Assist professors with the distribution of their exams.</p> <p>Ensure that only students with valid identification enter the examination room.</p> <p>Monitor student activity to ensure exam integrity is maintained.</p> <p>Assist professors in obtaining student signatures on sign-in sheets.</p> <p>Escort students to the lavatory.</p> <p>Ensure that when the exam has officially ended students stop writing.</p> <p>Assist professors with the collection of exams.</p> <p>Ensure the examination room is cleaned and empty after examination.</p> <p>Photocopying.</p> <p>Other related duties as assigned.</p>	

