



## POSITION DESCRIPTION – General Staff

### For levels 1 to 5

Position Title: Exam Venue Invigilator Level: Casual, Rate 3  
 Faculty/Division: Academic Registrar's Division Department/Location: Examinations Team

#### Primary purpose of the position:

In one or two sentences, broadly describe the main purpose of the position (i.e, what is done and why)

Exam Venue Invigilators are responsible for coordinating the setting up of a large examination venue, briefing the Examination Assistants and Examination Leads on their responsibilities, and overseeing the examination session ensuring adherence to all relevant University policies and procedures.

#### Position Environment:

Describe the objectives of the Unit within the context of the University. Outline the contribution of this position to the Unit

Located within the Academic Registrar's Division, the Examinations Team is responsible for managing the operation of all formal exams and release of results for all onshore campuses across all sessions. The Examinations Team are committed to ensuring the integrity of examination conditions and policy compliance while providing excellent client service to students and key internal and external stakeholders. This position will support the goals of the Examinations Team during the supervision of exams by demonstrating client service principles and ensuring exam practices are carried out in a professional and accurate manner

#### Major Responsibilities:

State in order of importance the major responsibilities of the position. These should be in the major areas of the work performed. For each responsibility indicate the approximate percentage of time involved. Remember to include any important activities that may only be done at certain times of the year.

Tasks	Percentage of time	Office Use Only
1. Oversee the exam session, facilitate student entry to and exit from the exam venue, provide advice to students and Lead Supervisors when required, document incidents and ensure examination papers and booklets are collected and secured in accordance with set procedures.	60%	
2. Coordinate the preparation of the examination venue	15%	
3. Ensure familiarity and compliance with examination rules and procedures	10%	10%
4. Attend training and information sessions	10%	
4. Where applicable provide alternative exam arrangements for students	5%	3%
6. Observe principles and practices of Equal Employment Opportunity	Ongoing	0%
7. <a href="#">Have OH&amp;S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document</a>	Ongoing	0%
8. Undertake any duties that are within the range of skills normally employed by an officer of this classification		

## Reporting Relationships:

Position reports to: Examinations Manager, Academic Registrar's Division

The position supervises the following positions: Nil  
Provide direction to Lead Examination Supervisor

## Knowledge & Skills:

What knowledge and skills are essential for effective performance in the position.

Essential:

- Experience in a client facing environment
- Proven ability to exercise judgment within standard procedures
- Excellent written and verbal communication skills
- Ability to interact effectively and sensitively with all levels of University staff, students and the general public
- Ability to use initiative
- Demonstrated problem solving skills
- Experience in effectively communicating and interacting with individuals from a variety of cultural and non-English speaking background(s).
- Excellent organisational skills and the ability to meet tight deadlines
- Attention to detail
- Demonstrated skill in understanding and implementing instructions

## Education and Experience:

What education and experience are required for effective performance in the position?

Essential:

- Previous experience supervising in test conditions
- Knowledge of, and/or previous experience in the university sector

## Personal Attributes:

Describe personal attributes that are required to effectively perform in this position.

- Excellent interpersonal skills
- Ability to work with minimal supervision and effectively as part of a team
- Commitment to the provision of quality customer service
- Ability to maintain confidentiality
- Proven ability to observe and comply with policies and procedures regarding formal examinations
- Commitment to training and personal development

## Special Job Requirements:

Indicate special job requirements such as necessity to work unusual hours, OH&S requirements

- Ability to walk unaided up and down stairs in venues and carry exam papers to and from venues across the University grounds.
- Availability to work shifts between 8:00am and 10:00pm; a typical shift would be five hours in duration.
- Ability to walk and stand unaided for an extended duration

**Organisational Chart:**

Please attach an up to date organisational chart to this position description.

**Approval:**

Approval by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Personnel: \_\_\_\_\_

Date: \_\_\_\_\_