

Exam Supervisor - Accommodated Exams (Lethbridge campus)

Under the direction of the Exam Coordinator (Lethbridge campus), and reporting to the Accommodated Learning Centre (ALC) Manager, the Exam Supervisor provides supervision to ALC registered students who write accommodated exams. The Exam Supervisor plays a central role in ensuring the integrity and security of exams while monitoring each accommodated exam fairly and appropriately. ALC registered students write their exams in an environment suited to their specific needs. The Exam Supervisor is therefore responsible for preventing or addressing unnecessary disturbances or additional stressors, while interacting with ALC students in a professional and supportive manner.

We are seeking reliable and consistent individuals who demonstrate strong attention to detail. Our supervisors should be able to quickly adjust priorities and tasks as circumstances dictate, while demonstrating a high level of integrity and personal discretion when handling exams and communicating with students, staff, and faculty. Those with the highest degree of availability and flexibility will be considered.

Expectations:

In accordance with protocols:

- Regulates the exam environment to ensure that it remains quiet, comfortable, and safe
- Maintains a system of organization for exams and daily exam room schedule
- Ensures exam request forms are carefully reviewed and adhered to
- Keeps the exam schedule on track, with a high level of efficiency
- Monitors (patrols and observes) exam writers diligently to mitigate risk to exam security
- Addresses and reports suspected cheating
- Ensures all materials are transferred to the student and back to the original package carefully
- Utilizes critical thinking skills to solve problems as they arise
- Maintains a level of professionalism within the exam environment
- Respects privacy, security, and confidentiality of student information and exam content

Competencies:

- Prefer completion of a bachelor's degree (exceptions for mature students near completion of an undergraduate degree)
- Proven success in a post-secondary environment
- Exceptional interpersonal and communication skills
- Previous experience in customer service
- Conflict resolution skills
- Calm demeanor
- Exceptional critical thinking skills
- Effective organizational and time management skills
- Trustworthy, reliable, and discrete
- ***Please note: exceptional oral communication skills in English are required.***

Exclusions:

Conflict of Interest: Students currently registered with the Accommodated Learning Centre, and writing accommodated exams during this academic year, would be considered in conflict.

Application Process:

Recruitment is ongoing. We encourage you to apply early in the semester as we fill spaces quickly.

Those applicants with significant availability and flexibility will be considered first.

Qualified candidates are encouraged to submit a cover letter, resume, and references to svitlana.payant@uleth.ca.

Please restrict communication to email.

Rate of Pay: Starting at \$17 per hour based on education and experience