

## **Exam Supervisor - Accommodated Exams (Calgary campus)**

Under the direction of the Exam Coordinator (Calgary campus), and reporting to the Manager (Lethbridge campus), the Exam Supervisor provides supervision to Accommodated Learning Centre (ALC) registered students who write accommodated exams for Calgary Campus Courses.

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.

**This is a casual staff position with employment based on student enrollment, exam scheduling, and staff availability. Hours are not guaranteed.**

### **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:**

The ideal candidate would be a mature student near the completion of an undergraduate degree or a graduate student. This individual would have demonstrated exceptional interpersonal skills. Communication abilities include strong oral and written communications in English. Conflict resolution skills and critical thinking skills will be utilized frequently in this role. Effective organizational and time management skills is a must. Previous experience in customer service would be an asset.

### **Exclusions:**

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

**Application Process:** Recruitment is ongoing. Qualified candidates are encouraged to submit a cover letter, resume, and two references to dawn.vickers@uleth.ca

**Rate of Pay:** \$17.00 base adjusted for education/experience.