



POSITION DESCRIPTION

Position: Examination Invigilator (Casual)

Department: Student Journey, Pathways School

Reporting to: TCFS Administration Officer (Examinations)

Remuneration: 'General' Level 1.3 casual hourly rate under the Educational Services (Post-Secondary Education) Award 2020

Contact: exams@trinity.unimelb.edu.au

Date: October 2024

POSITION SUMMARY

The purpose of the examination invigilator role is to provide effective monitoring of students during exams, ensuring that students adhere to policies and maintaining a secure testing environment. While the primary responsibility is invigilation, invigilators also assist with various tasks related to the examination process as directed by the shift supervisor, including venue preparation and handling examination materials. We seek attentive and responsible individuals who can communicate effectively and adapt to varying circumstances, contributing to a fair and respectful academic atmosphere for all students.

Invigilators must be available to work in the following examination periods across the year:

- January
- May and June
- September
- November and December

SELECTION CRITERIA

Essential:

1. Demonstrated history of reliable attendance at assigned shifts and punctuality, whether through prior employment, volunteer work, or other relevant experiences.
2. Ability to understand and effectively carry out instructions from shift supervisors.
3. Communication and interpersonal skills to engage with students and staff of a culturally and linguistically diverse education community in a respectful and professional manner.
4. Ability to stand and walk for extended periods during examination sessions, including the capacity to lift chairs and move tables as needed.
5. Access to a smartphone with capability of downloading the relevant app (Microsoft Teams) from the Company Portal for receiving alerts and notifications during shifts.
6. Flexibility to work across weekdays and weekends and be available to work during the exam periods: January, May and June, September, November and December.

Desirable:

1. Recent experience of test environments with understanding of need for accuracy and thoroughness of the monitoring role of invigilators.





KEY RESPONSIBILITIES

1. Following instructions from the shift supervisor
2. Completing assigned tasks diligently and professionally, requesting assistance or guidance as required.
3. Monitoring students in the examination venue, ensuring that they are never left unattended, requesting assistance if necessary.
4. Remaining vigilant for breaches of academic integrity and promptly notifying the shift supervisor of potential breaches.
5. Attending for the full shift on the day of the examination, including the pre-examination briefing.
6. Maintaining a tidy, clean, and quiet environment to support students in their examination efforts.
7. Other duties as assigned.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.
- Applicants cannot be related to, or associated with, any student currently undertaking a Trinity College Foundation Studies course.
- Applicants who are previous students of Trinity College Foundation Studies must have completed at least one year of university studies before being considered for this role.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.





TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

