

	Job Description	AA PC PRO 05a
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Job Title:	Examination Invigilator
Job No:	AA 65
Department/Business Unit:	Invigilators and Instructors/Curriculum Design and Development
Accountable to:	Manager – Curriculum Design and Development
Reporting to:	Manager – Curriculum Design and Development
Our Vision:	The aviation and aerospace Centre of Excellence for learning and development.
Our Values:	Work Together, Be Accountable, Safety at the Heart of Everything We Do, Act Innovatively, Deliver on Customer Needs.

PURPOSE

The Examination Invigilator is responsible to provide invigilation services to all award and non-award course examinations which relate to Aviation Australia's training programs. The examinations carried out are applicable to all enrolled students, both domestic and international, company sponsored and self-funded students of Aviation Australia.

DUTIES

- Follow all examination instructions as advised by the Chief Examiner and the relevant department.
- Prepare for online examination setup and process as required.
- Ensure examination room(s) conforms to the Aviation Australia training standard operating procedures.
- Ensure the security of all examination material in your possession prior to, and at the conclusion of, any examination.
- Remain totally impartial with students at all times.
- Assist with preparations for the exam, prior to exam sitting. For example, duties may include receiving and checking documents and materials, setting these out on desks, logging students into computers, setting the students and making announcements.
- Ensure students do not bring any materials into the exam room such as notes, books etc., that were not approved by the subject coordinator/examiner, prior to the exam.
- Ensure students have a thorough understanding of examination rules prior to commencement of exams and maintain a strict behaviour for exam conditions.
- Ensure all exam rules, including time restrictions, are followed by all students.
- Monitor and patrol examination room(s) in order to prevent and detect academic misconduct.

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- Assist as required after the exam's completion. For example, duties may include marking off the attendance roll, collecting exam papers, checking completed work and preparing it for collection or delivery.
- Ensure exam papers are collected by or distributed to authorised personnel.
- Undertake other duties as required by the accountable / reporting manager and senior management.
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- Comply with the requirements of Aviation Australia's:
 - Code of Conduct
 - Work Health and Safety legislation
 - Policies and procedures

AUTHORITIES

The Examination Invigilator has the authority to:

- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.

SELECTION CRITERIA

Qualifications

Desirable

- Qualification relevant to Aviation Australia's authority requirements (subject to change as set by the relevant authority).

Experience

Essential

- Relevant experience in an administrative or invigilation position, preferably within an educational setting.

Desirable

- Experience in the vocational training sector, or in a training / learning and development environment.
- Experience utilising customer relationship management databases, student and examination management systems.

Knowledge and Skills

Essential

- Sound knowledge of examination behaviours and environment.

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- Ability to interpret and apply legislation, regulations, policies and procedures, applicable preferably to a medium to large organisation.
- Excellent interpersonal, written and oral communication skills.
- Ability to operate calmly and effectively under unusual, unscheduled and challenging circumstances.
- Demonstrated ability to deal with sensitive issues, maintain confidentiality and exercise reasonable judgement.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Well-developed problem-solving skills.
- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- Strong computer literacy skills with proficiency in Microsoft Office suite of applications and the ability to become an effective user of new computer systems.
- Preparedness to undertake training as required.

Personal Qualities

Essential

- Capacity to remain observant for long periods.
- Ability to work both independently and within a flexible team environment.
- Ability to foster a customer focused working environment and build and maintain rapport with staff and students.
- Ability to interact with internal and external customers from diverse cultural backgrounds, displaying awareness of cross-cultural communication issues.
- Willingness and ability to demonstrate initiative and accept responsibility.