



POSITION DESCRIPTION

POSITION TITLE:	Examination Invigilator
LOCATION:	Remote
DEPARTMENT:	Candidate Services
REPORTING TO:	Candidate Services Manager
KEY RELATIONSHIPS:	<p><u>Internal:</u></p> <ul style="list-style-type: none"> ○ Candidate Services team ○ Candidate Services Manager ○ Head of Candidate Services ○ ICT Support team <p><u>External:</u></p> <ul style="list-style-type: none"> ○ Candidates
KEY PURPOSE:	<p>Candidate services are a core part of Aspeq's business, and this role is to provide customer-focused, quality and security-driven examination delivery to our candidates.</p> <p>The Invigilator provides direct liaison with Aspeq's exam candidates on exam day.</p>
NATURE & SCOPE:	<p>A privately owned NZ company, Aspeq delivers over 90,000 exams annually in 25 countries and employs 58 permanent and 200+ contractors in NZ, and Australia. Aspeq delivers exams through a network of centres across Australasia and operates two customer service help centres in Petone, NZ and Canberra, Australia.</p> <p>This is an integral position between the examination candidates and the Head Office. The incumbent is expected to work without supervision and follow all procedures and guidelines set out in the Contracted Service description and in the invigilator manual.</p>
REQUIREMENTS / QUALIFICATIONS:	<p><u>The ideal person will have the following attributes:</u></p> <ul style="list-style-type: none"> ○ agree to a Ministry of Justice criminal conviction check. ○ not be a current teacher of the subject in which he or she is to invigilate examinations, ○ not be a member of a training organisation engaged in imparting the subject knowledge. ○ be eligible to work in New Zealand, and the possibility of a credit check.

(NB. For the purposes of Aviation Language Proficiency assessment only, an examination invigilator may be a member of a training organisation engaged in imparting aeronautical knowledge.)

KEY RESPONSIBILITIES	ACTIONS / OUTCOMES
1.0 Exam Preparation	1.1 The preparation and set up of the examination centre. 1.2 Thorough identification check of exam candidates prior to examination commencement. 1.3 Thorough check of examination material as listed on the session roll.
2.0 Examination invigilation	2.1 Invigilation of examinations. 2.2 Conducting a continual roving watch throughout the examination to ensure no cheating or other inappropriate behaviour taking place no unorthodox practises. This includes regular walking around the room with minimal distraction. 2.3 Maintaining a noise/distraction-free environment once candidates commence their exam. Invigilators are not to communicate with candidates unless assisting with an exam-related technical issue. 2.4 Advising candidates when an examination cannot be delivered due to network failure or not meeting ID checks. 2.5 Maintaining network replacement stock and office supplies. 2.6 Filing maintained. 2.7 Examination candidates met and supervised in a courteous manner. 2.8 Examination centre kept clean, tidy and presentable
3.0 Exam Completion	3.1 Completing the exam sessions in TASMAN on examination day. 3.2 Securely storing all associated examination material. 3.3 The timely completion of reports and post-exam administrative tasks.
4.0 Quality, Security, and Privacy Assurance	4.1 Ensure examinations are taken in accordance with relevant rules and guidelines to ensure security and fairness. 4.2 Ensure examination services meet quality standards 4.3 Ensure security arrangements at all venues meet customer and Aspeq requirements. 4.4 No compromises of client or staff privacy 4.5 Ensure that the provisions of the Privacy Act as specified in the Examination Invigilator Procedures manual are fully complied with. 4.6 Compliance with Health and Safety Regulations. 4.7 Raise corrective actions.
5.0 Training services	5.1 Assist with the training of new Examination Invigilators.
6.0 Lead invigilators	6.1 Assist with monthly stocktakes. 6.2 Maintaining the invigilator roster
7.0 Live our Values	7.1 Know and Demonstrate Aspeq's values.
8.0 Other	8.1 Any other activities as directed in line with the nature and scope of the role.

At Aspeq, we recognise and appreciate that diversity, inclusion, and accessibility is valuable to our business. We embrace the unique perspective and capabilities of our current and future employees, which will help us continue to drive innovation and achieve our business goals. Our culture enables us to create an environment of involvement, respect, and connection to benefit individual employees and all our clients worldwide.