

POSITION DESCRIPTION

Position title:	Exam invigilator
Employer:	UQ College (UQC)
Reference number:	UQCHR27052025
Type of employment:	Casual
Remuneration:	\$39.46/hour

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer, and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff, and alumni. For more than a century, UQ has educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

Today, UQ ranks among the world's top universities and is consistently recognised as one of the top 5 universities in Australia. UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. Its major campuses are at St Lucia, Gatton, and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes.

UQ COLLEGE

UQ College Limited was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland (UQ). The purpose of UQC is to provide domestic and international students with access to further and higher education through the delivery of pathway programs. In addition to English language programs, UQC delivers the UQ Foundation Program; the Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) Programs. Information about UQC may be found at <https://www.uqcollege.uq.edu.au/>

DUTY STATEMENT

Primary purpose of position

Ensure examinations are conducted under optimal conditions in alignment with UQ College's assessment and examination policies. Invigilators are responsible for upholding the integrity and security of exam delivery while delivering outstanding customer service in a safe and supportive environment.

Successful applicants will join a casual pool of examination who may be rostered each examination period.

Duties

- Greet and check in test takers, verify identification, and clearly communicate examination procedures.
- Manage and secure examination materials in line with established protocols.
- Ensure examinations commence and run according to the official schedule.
- Oversee student seating arrangements and provide guidance on directions and allocations.
- Operate basic audiovisual and computer equipment within examination venues.
- Monitor student conduct throughout the examination and respond to queries appropriately.
- Report incidents of misconduct and complete the Test Day Malpractice/Security Incident Form as required.
- Strictly adhere to all testing procedures and company policies, always exercising sound judgment.
- Invigilate Pearson tests administered by the PTE Test Services unit.
- Perform additional duties as directed by the Academic Services Lead and Manager, Academic Administration.

Comprehensive training will be provided to successful candidates to ensure they are fully equipped with the knowledge and skills necessary to perform their duties in alignment with UQ College's examination standards and procedures.

Other

Comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQC Staff Code of Conduct and the University's Code of Conduct.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQ College and the University
- Requirements of the *Education Services for Overseas Students Act 2000* (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and associated legislation, and related responsibilities and procedures developed by UQ College and the University.
- Staff will be required to work on a casual basis, with shifts rostered between the 8:00 am and 6:00 pm, Monday to Friday and will, on occasion, be required to work additional hours outside of these.
- A valid Blue Card – Queensland's Working with Children Check (or approved exemption) is required for this position. All staff are expected to treat students and participants, including young learners, with respect and understanding and to always address their concerns. Staff must be familiar with UQC's child and youth policies which support the safety and wellbeing of children and young people in our care.
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.

Reporting Relationships

The position reports to the Academic Services Lead, UQ College.

SELECTION CRITERIA

Essential

- Physically and mentally capable of performing exam support duties, including standing or walking for extended periods.
- Technologically proficient, with strong computer literacy skills, including operating basic audiovisual equipment, completing online forms, and resolving common technical issues.
- Excellent communication skills, with the ability to engage professionally with students from diverse backgrounds, including those with disability.
- Committed to delivering high-quality, customer-focused service in a fast-paced examination environment.
- Exceptional attention to detail, with the ability to complete high volumes of repetitive tasks accurately and consistently.
- Proven ability to work effectively both independently and collaboratively within a team.

Questions?

For more information about this opportunity, please contact Maria Garcia, Manager, Academic Administration at m.garcia@uqcollege.uq.edu.au. For application queries, please contact hr@uqcollege.uq.edu.au stating the reference number (page 1) in the subject line.

Want to Apply?

Please apply via Seek. It is a requirement that you attach the following to your Seek application:

- Cover letter addressing the selection criteria (no more than 2 pages), and a
- Resume.

Applications submitted after 11pm on 11 June 2025 may not be accepted.