Fall 2019, Winter & Summer 2020 Invigilation Positions

Department of Psychology

University of Toronto Scarborough
Term Tests & Final Exams

DEADLINE: October 7, 2019

Only CURRENT REGISTERED U of T STUDENTS (CUPE 3902, Unit 1) are eligible to apply

Invigilators and Assistant Invigilators are needed for the Fall 2019 and Winter 2020 academic sessions for both term tests and final examinations.

Fall term begins September 3, 2019 and ends December 2, 2019, with final exams Dec. 6-21, 2019.
Winter term begins January 6, 2020 and ends April 3, 2020, with final exams April 8-25, 2020

**Assistant Invigilators:** Duties will be limited to the distribution and collection of tests and examination materials, the taking of attendance and collection of signatures, escorting of students to and from washroom facilities, and monitoring activities within the examination room. In accordance with the CUPE 3902 Unit 1 Collective Agreement, the rate of pay for an Assistant Invigilator from Sept 1 – Dec 31, 2019 is $29.87/hour + 4% vacation pay. The rate of pay for an Assistant Invigilator from Jan 1 – August 31, 2020 is $30.47/hour + 4% vacation pay.

**Senior Invigilators:** Duties include the above-mentioned responsibilities of Assistant Invigilators plus: Ensuring adherence to examination regulations and addressing suspicious behaviour and cheating, attending to test-takers’ question, assisting in the administration of the exam and performing any additional duties assigned by course instructor. In accordance with the CUPE 3902 Unit 1 Collective Agreement, the rate of pay applicable for TA classifications Sept 1 – Dec 31, 2019: UG; SGS I & II; $45.33/ hour + 4% vacation pay. The rate of pay for a Senior Invigilator from Jan 1 – August 31, 2020 is $46.24/hour + 4% vacation pay.

Please visit the Department of Psychology’s website to download an application form (www.utsc.utoronto.ca/psych). Submit your application in by the deadline in one of the following ways:

1) in person to Nina Dhir in SW-427F;
2) by mail, addressed to:
   Nina Dhir, University of Toronto Scarborough, Dept of Psychology, 1265 Military Trail, Toronto, ON M1C 1A4;
3) by fax to (416) 287-7642 -ATTN Nina Dhir, or
4) by email to ndhir@utsc.utoronto.ca

Late applications will not be accepted.

Only selected invigilators will be contacted by email.

Department Standards and Policies are available in the Department of Psychology office and in the CUPE Local 3902 Unit 1 office. This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment. Posted September 13, 2018.