

Presiding Officers and Invigilators: Job Description:

In January, May and September hundreds of practical nursing graduates and other qualified candidates write the national registration exam (Canadian Practical Nurse Registration Exam) at various locations around the province. In the past, exam sites have included Burnaby, Cranbrook, Campbell River, Creston, Hazelton, Kamloops, Kelowna, Nanaimo, Port Alberni, Prince George, Surrey, Terrace, Vancouver and Victoria. The locations where the exams are offered vary each time as they are based on the number of candidates expected from each region.

The CLPNBC is responsible for ensuring that there are invigilators at every exam site. The number of invigilators required varies depending on the number of candidates writing the exam. The ratio of candidates to invigilator is approximately 20-25 to 1.

The Presiding Officers are the Senior Invigilators and have the responsibility of storing and transporting the examination materials before, during and after the exam. As well, they supervise the other Invigilators and are responsible for the overall administration of the exam at a particular writing centre. There is a minimum of one Presiding Officer and one Invigilator per writing centre. Orientation is provided by the College. The Presiding Officer spends several hours preparing for the exam prior to the exam day and should expect a 10 to 11 hour work day on the exam date.

The Invigilators are responsible for assisting the Presiding Officer in all duties, such as verifying identification of candidates, distributing exam materials, discouraging cheating behaviours and sorting exam materials for mailing back to the exam administrators in Ottawa, Assessment Strategies Incorporated. The Invigilators spend approximately 10 hours working on the exam day.

Presiding Officers and Invigilators need to be team players with previous experience in a large exam setting, or experience in a similar setting. They must be responsible, confident, and detail-oriented with excellent communication skills and multi-tasking ability. For Presiding Officers, transportation is required in order to transport examination materials securely.