



Test Day Invigilators & Supervisors

The College Nordique Test Centre is Yellowknife's official CELPIP Test Centre in Northwest territories.

The test centre is well-established and has been serving candidates since 2019. Our centre staff is committed to customer service and provides the best possible conditions for test takers to do well on their test.

We are hiring Test Day Staff, including Test Day Supervisors and Invigilators, for our CELPIP Tests. [\[OBJ\]](#)

JOB DESCRIPTION

The Test Day Staff ensures the overall delivery of testing processes, follows the testing partners' policies, while maintaining the security and integrity of testing conditions. The Test Day Supervisor manages the test day.

CONDITIONS OF EMPLOYMENT

Job type: Part-time, Casual

Shift & schedule: Weekends as needed, Evening shift, Day shift

Workplace: Yellowknife (TNO)

Rates of pay:

- 35\$ CAN/Hour

Application Start Date: Immediate

Application deadline: Until all positions are filled

To apply, please submit:

- A detailed resume
- A cover letter which:
 - outlines your interest in the position
 - demonstrates how your skills and experience match the job description

To be submitted to College Nordique at carrieres@college-nordique.com

QUALIFICATIONS AND TARGET PROFIL

Duties

- Providing high quality services to test takers.
- Overseeing test day activities and functions to ensure processes and test rules and regulations are adhered to.
- Working on-site on test days, which include weekends and may also include weekdays, to supervise the tests.
- Overseeing of the work of Invigilators and Examiners
- Liaising with the College Nordique staff regarding testing administration
- Adhering to policies and procedures as required by Paragon Testing, and College Nordique.
- Resolving test taker issues.
- Maintaining the security of test materials.
- Trouble-shooting technical issues (specialized technical equipment, software, hardware, digital camera, etc.) with confidence.

Skills & Experience Required

- Customer service: 1 year (preferred)
- Exceptional attention to detail
- Ability to remain focused for extended periods of time
- Willing and able to follow established protocols and regulations, while instilling these standards in test day team members
- Strong customer focus
- Strong computer and technical skills (specialized technical equipment, digital camera, etc.)
- Solid English communication skills, both written and spoken
- Genuine interest, sensitive to people from other cultures
- Team-player orientation
- Professionalism and respect of everyone at all times
- Ability to prioritize and be flexible in a fast-paced and continuously changing environment
- Well-developed time-management and organizational abilities
- Reliable and punctual

Preference will be given to candidates with previous CELPIP admin and/or invigilation experience.

Other Requirements:

The successful applicant will be required to successfully complete on-line training modules produced by Paragon Testing. The candidate must be available for a full-day schedule, which includes weekends and may also include weekdays. Shifts can be daytime and/or evening. Test day shifts are between 5 and 10 hours and depend on the number of test takers. Some lifting and standing required.

Please note that only those selected for an interview will be contacted.

The College encourages equal access to employment.