



**Position Title: Invigilator UFV**

**Purpose:**

The Invigilator UFV is responsible for directing up to 100 students to their designated seats, conducting the written examination process and taking the completed exams back to the marking room

**The Canadian Math Challengers Fraser Valley Regional competition** is a sequence of written tests and one-on-one verbal competition running from **8:00 am to 2:30 pm hosted by the University of the Fraser Valley**. It is one of five regional competitions across B.C. The other regionals are held in the Lower Mainland, the Okanagan, the Central Interior, and Victoria.

**Date, Location and Time of Volunteering for Invigilators:**

- **Fraser Valley Regional Competition:** 8:30am to 1pm **Thursday** February 20, 2020 at the **University of the Fraser Valley Abbotsford Campus**
- Earlier (setup) or later duties (cleanup) may be added depending on the volunteer's availability and eagerness.

**Volunteer Duties and Expectations:**

- Ability to have fun and work closely with other association members, EIC's, GIT's, and university or high school students acting as timers - any of whom may know more about the process than you do. This is easier than it sounds below.
- The designated lead invigilator will be in charge of their assigned competition room.
- Volunteers are expected to appear promptly on the competition day and will be trained onsite
- Pick up all test materials and timers from the chief marker, and return all of the test materials and the ranking of all 10 competitors after each section to the chief marker.
- The volunteer will have read and understood the instructions to invigilators at <http://www.mathchallengers.ca/instructions.htm>
- Invigilators will not need to read out mathematical questions and are specifically instructed **not** to answer any questions regarding the test materials.

**Skills and Qualifications:**

- Ability to quiet and control a room of up to 100 students.
- Ability to follow verbal and written directions and deliver the same orally to students.
- Sufficient mobility to hand out and collect papers with up to 3 helpers in an inclined lecture theatre.
- Ability to operate the supplied stopwatch or bring their own countdown timer.
- Validation: since there may be work with children, volunteers will be validated as members of APEGBC or BCAMT, as students enrolled at a host campus, or as having previous volunteer experience on record.
- Pre printed ID badges will be issued at volunteer registration at each event.

**Eligibility and impartiality**

- Markers, Invigilators and MCs must be Engineers and Geoscientists BC or BCAMT members, University and College Faculty or staff, or be enrolled at a University or College, must have no affiliation with a team that they are marking or invigilating, and must be 18 years or older
- Completion of the Engineers and Geoscientists of BC volunteer agreement is desirable, regardless the same standard of conduct will be required of all volunteers..
- Material Distribution / runners must be over age 14 unless accompanied by a parent

**Average Time Commitment:**

- **4.5 hours onsite**
- **1 hour home review**

**Benefits:**

- Opportunity to advance the profession by sharing your knowledge and experience
- Learn new skills and expand your business network with peers and engineering students, profs and CEOs
- Earn credits for CPD and APEGBC service awards, CPD certificates will be issued after by email
- Coffee, snacks and pizza will be supplied.

**Registration Email:** [volunteer@mathchallengers.ca](mailto:volunteer@mathchallengers.ca)

Parking directions and preparation email will be sent out. Most information will be available at <http://www.mathchallengers.ca/index.html>

**Quantity required:** 8

**Volunteers are needed in other positions**

- Early setup start time 7:15am
- Food and snack organization: day prior and early morning to 1 pm
- Markers 9am to 3pm
- invigilators 8:30am to 1 pm
- Face off MCs and judges 1130 to 3pm
- Pack up team noon to 3pm