



## The Canadian Math Challengers Society

### Position Title: Invigilator LM

#### Purpose:

The Invigilator LM 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 is a sequence of written tests and a one-on-one verbal competition involving 600 to 1200 students in five venues in geographically separate areas of the Province of BC (the Lower Mainland, Fraser Valley, Okanagan, and Victoria regional competitions).

#### Date, Location and Time of Event(s):

- Please see the events page of the website [www.mathchallengers.ca](http://www.mathchallengers.ca) for the locations, dates and times of the Lower Mainland and Provincial competitions.
- MC, 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 students, and senior high school students any of which may turn out to 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 from Chief marker all test materials and timers and return all of the test materials after each section to the Chief marker.
- The volunteer will have read and understood the instructions to invigilators at <http://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.
- Any Instances of cheating should be noted on the students' paper when it is retrieved however the student should not be ejected by the invigilators.

**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 operate the supplied stopwatch or bring their own countdown timer.
- Validation since there may be work with children, volunteers will be validated as members Engineers and Geoscientists BC, BCAMT or student enrolled in a host campus or previous volunteer experience on record.
- Pre printed ID badges will be issued at volunteer registration at each event.

**Eligibility and impartiality**

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

**Average Time Commitment:**

- **6 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 CEO's
- Earn credits for CPD and Engineers and Geoscientists of BC service awards, Math Challengers CPD certificates will be issued after by email
- Coffee, snacks and pizza will be supplied.

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

Room assignments Parking directions and preparation email will be sent out only to registered volunteers. Most information will be available on the web site at [www.mathchallengers.ca](http://www.mathchallengers.ca)

**Quantity required:** 18

**Volunteers are needed in other positions**

- We hope you will volunteer.