

## Exam Coordinator

### Job Description

#### Responsibilities and duties:

- Review all exam material and do any necessary preparation work prior to Mass Training
- Attend all training sessions
- Responsible to understand importance of exams to the college, confidentiality, and standardization
- Responsible to have knowledge and understanding of criteria for all stations
- Work with Track Examiners and senior staff to ensure exam continuity and standardization
- Ensure stations are running properly on exam days and offer support to examiners when needed regarding material and room set up
- Handle any issues that arise during exams and address incident report issues when needed
- Ensure Standardized Patient safety and work with Standardized Patient Coordinator
- Handle any exam staff conflict in a professional and respectful manner
- Document any issues or conflict with staff and bring to the attention of the Quality Assurance Officer
- Set example for all staff in the way of professionalism, confidentiality, and punctuality
- Exam coordinator is expected to work as part of a team whose main goal is to run efficient and fair regulatory exams
- Maintain confidentiality of candidates' information & candidates' performance
- Work closely with Quality Assurance Officer

#### Compensation

- Exam Coordinator must commit to a 2-year contract with 6 months' notice of non-renewal
- A T4-A will be issued by the CMTNL office at the end of the year
- Exam Coordinator will be paid an hourly rate of \$
- Exam Coordinator will be paid travel to and from site location, if < 50km's outside of St. John's. Travel will be paid at a rate of \$0.20/km
- Exam Coordinator will be paid for all extra training sessions & pre-approved hours for at home preparation time
- Exam Coordinator will receive 1 CEU for every 2 hours of training or proctoring