



AMC National Test Centre
Level 14, 300 La Trobe Street
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Australian Medical Council (AMC) – National Test Centre (NTC)
Position: AMC Online Examination Invigilator remote role recruiting nation wide
Position Purpose: to support the AMC online examination environment
Reports to: NTC Program Team
Employment Type: Casual
Hours Online of Examination: 09:00-17:00 Tuesday – Friday AEDT/AEST

The Australian Medical Council (AMC) is an independent national standards body for medical education and training.

The AMC's purpose is to *ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.*

The AMC National Test Centre (NTC) is a not-for-profit enterprise, purpose built to assist with the improvement and standardisation of clinical assessment. The NTC is a secure, testing facility, built on the lands owned by Wurundjeri People of the Kulin Nation. The NTC focuses on providing a fair and equitable examination experience for medical professionals from around the globe. We deliver examinations year round, for the AMC as well as specialist medical colleges, universities and standards bodies.

In response to COVID-19, and to enable AMC candidates to continue the pathway towards registration for practice in Australia, the AMC Clinical Examination is also delivered online. Online Examination Invigilators are required to undertake examination invigilation for each of the assigned online examination days.

Position Duties and Responsibilities

- Follow instructions, timeline and scripted information outlined in the online examination delivery system
- Ensure candidate identity is verified and in the correct examination station
- Ensure candidate adheres to the AMC Examination Conditions
- Display examination content to the candidate throughout the assessment
- Follow the AMC provided script and verbalize all timings and exam prompts to the candidate
- Monitor the candidate within the online exam environment
- Move candidates out of the examination station once complete
- Communicate confidently and in a timely, effective manner with the Examination Coordinator and Examination Chairperson.

Required Skills and Competencies

- Excellent knowledge and understanding of computer skills and experience including the use of web-based applications (Zoom video conferencing) and trouble shooting.
- Excellent time management, accuracy and attention to detail
- Ability to manage numerous tasks simultaneously in an effective and timely manner
- Strong verbal and written communication skills
- High level professionalism and experience in customer service.
- Strong collaborative approach to working in a remote team environment
- Understanding of high stakes exam environment by recognising the importance of maintaining appropriate standards of confidentiality and security of exam material
- Confidence in an online examination environment
- Exceptional interpersonal and observational skills
- Consistent, reliable and punctual
- Capacity to remind and enforce exam protocols and processes
- Respect to working with people from all cultural backgrounds

Benefits and Workplace Information

- Contribute to the AMC's purpose by undertaking a key role in the AMC online examination format
- Work From Home as part of a values-lead, flexible and supportive organisation
- Be part of our organisation's purpose driven culture. We're focused on social and corporate responsibilities while we plan for and achieve meaningful change.
- 2-3 days per week on offer predominantly between Tuesdays – Friday each week of a scheduled AMC online examination.

Cultural Competencies

Aboriginal, Torres Strait Islander and Māori Peoples

To ensure we meet our strategic goal of ensuring culturally safe practice to improve health outcomes, the AMC understands that we support and promote Aboriginal and Torres Strait Islander and Māori Peoples in our workforce.

The AMC is committed to a working environment that is inclusive and culturally safe for all.

The AMC works closely with a number of Aboriginal and Torres Strait Islander and Māori stakeholders. It is a requirement that staff must ensure a working environment that is inclusive and culturally safe at all times. All staff are required participate in ongoing cultural safety training.

Eligibility criteria

In order to be eligible to engage in an AMC Online Exam Invigilator role;

Required Hardware and Technical Specifications

You must have each of the following:

- A private, distraction and interruption free room



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- A desktop or laptop computer running either IOS or Windows System (tablets or mobile devices cannot be used)
- Two monitors/screens with a minimum of one screen being 1920 x 1080 resolution or minimum of 14 inches (for exam content display)
- A webcam
- Wired headphones or headset with microphone and a back-up set (wireless headphones are not permitted)
- A reliable broadband internet connection (no 'hot-spotting' from phone)
- An internet speed test will be required and submitted (minimum upload 3MB and download 2MB)
- A mobile phone for communication
- Zoom Client for Meetings (latest version) installed on your desktop/laptop
- WhatsApp installed on your mobile phone or desktop/laptop
- Have experience using current web-based applications such as; zoom and be confident and comfortable troubleshooting if necessary
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Personnel requirements

- Declare no affiliation with an AMC bridging course or any ongoing coaching/mentoring of International Medical Graduates (IMGs)
- Declaration that you are not an active/current AMC candidate
- Sign an AMC Non-Disclosure Agreement (NDA)
- Sign an AMC Service Agreement

How to Apply

Applicants must

- Be available to attend online information and training sessions
- Send a short description of your work history and experience as well as an expression of interest, outlining why you are suited to the role.
- Please note training to be scheduled in February 2023, dates TBC. (Training sessions will be held over a two week timeframe)

If you have any queries, please contact us at melbournemarshals@amc.org.au