

# Conditions of Employment - Proctors

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## 1.0 Purpose

This document summarises the conditions of employment for proctors engaged under the Miscellaneous Award 2020.

## 2.0 Scope

This procedure applies to proctors employed on a casual basis to supervise students in exams.

## 3.0 Local Protocols

The offer of employment as a casual proctor is contingent on work being available and appropriate performance standards being met.

Postgraduate students (not proctoring postgraduate courses) can be employed as a proctor, however undergraduate students, including Honours students, may not be proctors for University exams.

### 3.1 Conditions of employment

The conditions of employment, entitlements and hours of work for Griffith University's proctors are in accordance with Miscellaneous Award 2020 and the conditions outlined in this document.

#### **Mode of employment:**

Proctors are engaged on a casual basis.

The casual rate of pay is inclusive of a 25% casual loading which is paid in lieu of award entitlements not provided to casual employees, including overtime, loadings and paid leave entitlements (with the exception of long service leave). The casual loading will not be applied to penalty rates and overtime hours worked.

As a casual employee, proctors are employed on an hourly basis and, as such, either the University or casual employee may cease employment by giving one hour notice.

New proctors will be provided the [Casual Employment Information Statement](#) as well as the [Fair Work Information Statement](#) upon commencement.

**Hours of work:** The ordinary span of hours for casual proctors is Monday to Friday 7:00am to 7:00pm.

Additional penalty rates are applicable for work outside the ordinary span of hours per the table below and based on the Level 2 minimum hourly award rate.

Hours should not exceed 38 hours in a week or 10 hours on any one day, otherwise overtime will be applicable.

Casual proctors must be engaged and paid for at least 2 consecutive hours of work on each occasion they are required to attend work.

In the case of an exam cancellation due to student no shows, timetable changes etc. the minimum of 2 hours will be paid to all rostered proctors.

**Pay rate:** Under the Miscellaneous Award, Casual Proctors are classified at Level 2 and are entitled to be paid at least the minimum hourly rate plus any applicable loadings, penalties and overtime as per their entitlement under the award.

The University will pay the casual proctors the following rates:

	<b>Assistant Proctor</b>	<b>Chief Proctor (acting as Scribe or Reader)</b>	<b>Chief Proctor in charge 1-99 students</b>	<b>Chief Proctor in charge 100-199 students</b>	<b>Chief Proctor in charge 200+ students</b>
Minimum hourly rate (base)*	\$27.20	\$31.20	\$29.60	\$31.20	\$32.80
<b>Casual rate</b> (25% casual loading)	<b>\$34.00</b>	<b>\$39.00</b>	<b>\$37.00</b>	<b>\$39.00</b>	<b>\$41.00</b>
<b>Mon-Fri outside 7:00am - 7:00pm</b> (145% ordinary rate)	\$39.44	\$45.24	\$42.92	\$45.24	\$47.56
<b>Saturday</b> (145% ordinary rate)	\$39.44	\$45.24	\$42.92	\$45.24	\$47.56

\*Minimum hourly rate (base) is above the minimum hourly rate provided in the Award.  
Note: Exams are generally not scheduled on Sundays and Public Holidays.

**Overtime:** Overtime rates will be paid for all time worked in excess of:

- a) an average of 38 hours per week; or
- b) 10 ordinary hours on any day or shift

Overtime will be paid at 150% of the relevant minimum hourly award rate for the first 3 hours and 200% of the relevant minimum hourly rate after 3 hours.

**Allowances:** Proctors in charge of 3 or more employees (Assistant Proctors) will be paid a leading hand allowance as follows:

In charge of:	\$ per week
3-10 employees (Assistant Proctors)	\$45.42
11-20 employees (Assistant Proctors)	\$67.10
More than 20 employees (Assistant Proctors)	\$85.68

These rates are paid as a weekly rate (not pro-rata).

**Breaks:** Casual proctors must not be required to work for more than 5 hours without an unpaid meal break of at least 30 minutes.

**Training:** Exams and Timetabling offer online training for proctors, which is to be completed annually and is mandatory for all proctors employed by Exams and Timetabling. On completion of this training program proctors must attempt the online Proctor Knowledge Test and gain a minimum of 90% to be eligible for employment. In addition, Exams and Timetabling also maintain and distribute a procedures manual for use by proctors.

**Personal information:** Students: As part of their duties, proctors will be given access to students' personal information, such as names, IDs, and accommodation-related disability details, for those taking exams. Proctors must keep personal information in confidence, following the [Privacy Policy](#) and [Privacy Procedure](#).

Proctors: Griffith will only process personal information that is necessary to fulfil the functions and activities of the University and where it has a lawful basis to do so. Proctors' personal information will be processed in order to hire and administer their employment. Refer to the [Privacy Statement](#) for more information on how personal information is handled by Griffith.

## 3.2 Minimum level of proctoring

The following table sets out a guide to the minimum level of proctoring required to assure the proper conduct of an exam. The table is not intended to prescribe a maximum number of proctors as the particular characteristics of a venue or exam activity may require more than the minimum number.

Number of Students in an Exam Venue	Minimum Number of Proctors
0 - 20	1 *
20 - 70	2
70 - 110	3
110 - 150	4
150 - 200	5

Number of Students in an Exam Venue	Minimum Number of Proctors
200 - 250	min of 6
250 - 350	min of 7
350 – 450	min of 8
450 – 550	min of 9
550 – 650	min of 10
650 – 750	min of 11
750 – 850	min of 12
850 - 950	min of 13

\* Where only one proctor is appointed, backup or relief proctoring must be available at short notice throughout the duration of the exam.

## 4.0 Definitions

**Policy Library** refers to the repository for all current and expired University policy documents.

**Proctor:** Supervises students in exams.

## 5.0 Information

Title	Conditions of Employment - Proctors
Document number	2024/0000072
Purpose	This document outlines the conditions of employment for Proctors.
Audience	Staff
Category	Academic
Subcategory	Staff
Approval date	3 October 2024
Effective date	3 October 2024
Review date	July 2025 (in line with annual Fair Work pay increase)
Policy advisor	Senior Manager, Exams and Timetabling
Approving authority	Registrar, Student Life

## 6.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#">Miscellaneous Award 2020</a>
	<a href="#">Fair Work Act 2009</a>

Policy	<a href="#"><u>Privacy Management Policy</u></a>
Procedure	<a href="#"><u>Privacy Management Procedure</u></a>
Forms	<a href="#"><u>Casual Employment Information Statement</u></a>
	<a href="#"><u>Fair Work Information Statement</u></a>