



**Position Title:** Part-Time Test Proctor

**Job Code:** 8314

**Reports To:** Testing Coordinator

**Grade:** CL

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Test Proctor assists in the preparation of the testing room.

**Duties & Responsibilities:**

- Checks identification before testing and seats examinees for testing
- Monitors students during test sessions to ensure a secure testing environment
- Assists in the distribution and collection of test material
- Provides aid to examinees in the completion of demographic information before starting the test
- Reports suspected irregularities to the testing coordinator
- Controls admission to and from the testing room
- Fills out appropriate paperwork for various exams
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- High school diploma or equivalent
- Strong communication and analytical skills desired
- Must be able to work a flexible schedule including evenings and weekends
- Must be able to work in a multi-ethnic/multicultural environment

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name