

EXAMINATION PROCTOR

DEFINITION

Assists in administering written tests, performance tests, and interviews.

TYPICAL DUTIES

Distributes examination materials to candidates.

Monitors test rooms and helps to enforce time limits and compliance with other examination procedures including the taking of fingerprints and arranging the seating of candidates.

Answers questions concerning examination procedures, discrepancies in test booklets, and other routine matters.

Collects, checks, and counts examination materials.

Reports rule violations and/or unusual occurrences during examinations to supervisor.

Checks candidates' identification.

Notifies appropriate personnel when test equipment malfunctions occur.

May score examinations and input data into exam databases.

May serve as a receptionist at performance tests and interviews.

May read routine instructions to candidates.

May transport highly confidential test materials from one location to another.

May perform general clerical duties such as answering phones, processing correspondence, maintaining files, and distributing mail.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Examination Proctor** assists in administering written tests, performance tests, and interviews.

A **Senior Examination Proctor** oversees and participates in the administration of written tests, performance tests, and interviews and oversees the work of assigned Examination Proctors.

SUPERVISION

Immediate supervision is received from a classified or academic supervisor. Work direction may be received from classified staff responsible for administering examinations. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Policies and procedures of test administration
Customer service techniques for public contact in person and on the telephone
Basic recordkeeping procedures

Ability to:

Follow written and oral instructions
Give clear and concise instructions
Meet and deal with the public in a tactful and courteous manner while enforcing examination rules and procedures
Communicate effectively orally and in writing
Keep information confidential
Count quickly and accurately
Maintain accurate records
Lift and move heavy boxes
Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent.
No experience is required.

Special:

A valid Class "C" California driver's license.
Access to an automobile.