

## SENIOR EXAMINATION PROCTOR

### DEFINITION

Oversees and participates in the administration of written tests, performance tests, and interviews.

### TYPICAL DUTIES

Transports highly confidential test materials from one location to another.  
Oversees the work of Examination Proctors during the administration of examinations.  
Reads standard instructions to candidates.  
Monitors test rooms during the administration of examinations.  
Enforces time limits and compliance with other examination procedures.  
Explains and answers questions concerning examination procedures and related matters.  
Distributes examination materials to candidates.  
Collects, checks, and counts examination materials.  
Checks candidates' identification.  
Reports rule violations and/or unusual occurrences during examinations.  
Prepares proctor's report.  
Notifies appropriate personnel when test equipment malfunctions occur.  
May score examinations and input data in exam databases.  
May check licenses, certificates, and other forms for verification of qualifications.  
May notify candidates of the results of examinations.  
May serve as a receptionist at performance tests and interviews.  
May perform general clerical support duties such as answering phones, processing correspondence, maintaining files, and distributing mail.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

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

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

### SUPERVISION

Immediate supervision is received from classified or academic supervisor. Work direction may be received from classified or academic staff responsible for a testing program or exam administration. Serves as a lead over assigned Examination Proctors.

## CLASS QUALIFICATIONS

### Knowledge of:

- Policies and procedures followed in the administration of employee selection tests
- Basic features of computer equipment and applications
- Customer service techniques for public contact in person and on the telephone
- Basic recordkeeping procedures

### Ability to:

- Coordinate the work of assigned employees
- Exercise judgment and discretion
- 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
- Maintain accurate records
- Count quickly and accurately
- Lift and move heavy boxes
- Learn general and specialized software applications

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or its equivalent.

### Experience:

Six months of paid experience in proctoring examinations.

### Special:

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