



Test Proctor Testing Center

TC/3

JOB SUMMARY

This position is responsible for proctoring tests in the Testing Center.

MAJOR DUTIES

- Provides testing information to students.
- Schedules students for testing sessions.
- Prepares and conducts testing sessions.
- Enforces testing center policies.
- Provides test result documents to students, other college departments, and other institutions.
- Compiles Testing Center reports.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the guidelines and regulations for the tests administered.
- Knowledge of testing protocol and proctoring guidelines.
- Knowledge of computers and job-related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Testing Center assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include University System of Georgia policies and procedures, institutional proctoring guidelines, testing requirements specific to each test administered, and college policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related test administration duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to proctor tests in the Testing Center. Success in this position results in the efficient provision of testing services to the college community.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, and members of the general public.

- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may supervise student workers.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.