

Job Title: OPS Test Proctor

Compensation: \$15.00 - \$15.00

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary/part-time)

Pay Grade: OPS Career Level I

Position Summary:

- Assist in preparation of testing areas (arrive approximately 15 minutes before exams scheduled to begin)
- Check identification, sign students in, ensure scantrons are properly filled out, and communicate special instructions for testing
- Secure and enter exam passwords
- Control admission to and exit from testing areas
- Assist in distribution and collection of testing materials
- Proctors must be available to work weekend, day, and evening shifts during scheduled exam periods

Compensation: \$15.00 - \$15.00

Requirements:

Education:

H.S. Diploma.

Associates or Bachelor preferred.

Experience:

Testing experience preferred.

Skills:

Computer skills, attention to detail, and a positive attitude required.

Responsibilities:

- Prevent students from taking notes, removing pages from test book, or using prepared materials during exam
- Move about room during exam to guard against cheating, use of unauthorized aids, etc
- Maintain a silent environment during exams – cell phones, food, and/or drink not allowed in testing areas

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