

TEST PROCTOR

CLASS SUMMARY

Under general supervision – performs a variety of tasks related to the operation of a testing facility, which includes administering tests related to instruction, aptitude, abilities and other special testing requirements as needed; performs related duties as required.

REPRESENTATIVE DUTIES

Administers and scores tests such as instruction, interests and abilities to individuals and groups; interacts with staff who use testing services; answers questions from students and staff regarding tests and test scoring; prepares and distributes all forms pertaining to tests; prepares statistical and other reports; refers students who do poorly on tests to appropriate services; assists in developing communications concerning hours of operation and types of testing services; operates CRT to record or correct test scores; may perform clerical duties.

ORGANIZATIONAL RELATIONSHIPS

This class is assigned to a designated testing center and may direct part-time employees.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to one year of college.

Knowledge and Abilities

Knowledge of: basic test forms and testing procedures, security and control; record keeping.

Ability to: learn and utilize a variety of tests including administration and scoring; understand and follow oral and written instructions; maintain a proper testing environment; work well with students from diverse backgrounds; meet and deal with students in situations which may involve confidentiality, anxiety, and/or conflict resulting from the tension of a test-taking situation; establish and maintain effective relations with staff, students, and public; operate office machines and equipment.