

# CLASSIFICATION SPECIFICATION

## Testing Proctor

FT/PT Class Code: 5144, 5644      Pay Grade: B/C 07      FLSA: Non-Exempt      Est. 10/31/16

**SUMMARY STATEMENT:** An incumbent is responsible for assisting in the administration of proctoring tests within a campus Testing Center and/or campus Academic Center.

### **NATURE AND SCOPE:**

An incumbent in this class typically reports to a technical or professional supervisor and is responsible for proctoring computerized and paper tests and assisting students taking the tests.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Assists in the daily set-up of the campus Testing Center and/or campus Academic Center, schedules individuals for testing, proctors the tests, and ensures the tests are returned to appropriate faculty.
2. Handles inquiries regarding scheduling information, types of tests available, directions to the Center, phone numbers to call, etc.
3. Provides assistance to students who are taking the tests. Informs students of the appropriate test taking procedures. Monitors students taking tests and reports any acts of academic dishonesty to the appropriate personnel.
4. Troubleshoots any problems with computerized tests or contacts appropriate personnel for assistance.
5. Maintains confidentiality and security of all testing materials, records, schedules, and all data related to the campus Testing Center or campus Academic Center services. Maintains files/records on all testing data.
6. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the methods and techniques for eliciting and disseminating information.
- ◇ Knowledge of office practices and procedures.
- ◇ Knowledge of grammar, punctuation, and spelling.
- ◇ Knowledge of filing and recordkeeping techniques and procedures.
- ◇ Knowledge of computers and testing center equipment.
- ◇ Ability to compose routine correspondence.
- ◇ Ability to communicate effectively, both orally and in writing.

**KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:**

- ◇ Proficient keyboarding skills.
- ◇ Good interpersonal and communication skills.

**MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED, and four (4) years of relevant experience; or other equivalent combination of education and experience.