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GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: TEST PROCTOR**

**RANGE 27**

**SUMMARY:**

Under the direction of an assigned supervisor, perform test-taking facilitation, including arrangement, proctoring and modification of tests and test administration for students with disabilities.

**ESSENTIAL FUNCTIONS:**

Organize and coordinate the day-to-day operations of the DSPS/A.R.C Testing Center; administer academic exams between instructors and students with disabilities; prepare schedules for academic exams; ensure prompt scheduling; delivery and timely return of tests.

Administer Math and English placement exams when a testing accommodation is necessary, as an approved academic accommodation for students with disabilities.

Train and assist students with computer and related technology to facilitate the test proctoring process.

Set up computer to administer tests according to required technology.

Assist students with reading and writing (scribe) in the testing process when necessary, and train students in the use of assistive technologies as it relates to testing accommodations, in accordance with their disability.

Observe testing protocol supervise student test taking and resolve and/or report any irregularities that may jeopardize the integrity of the exam.

Answer questions, resolve academic, discipline and disability-related issues and provide specialized information to faculty, staff and students regarding test-proctoring process.

Communicate with various campus constituents to disseminate information related to the test proctoring process for the Accessibility Resource Center and Disabled Student Programs and Services (DSP&S) test proctoring.

Maintain confidentiality of testing material and records.

Comply with applicable rules, regulations, policies and procedures established by the College.

Operate a variety of office equipment including computer, typewriter, calculator, copier, etc.

Attend conferences and meetings as required. Participate in planning and developing departmental operations and procedures; coordinate and participate in special events as required.

**SECONDARY FUNCTIONS:**

Supervise, train, provide work direction, and review the work of hourly personnel as assigned.

Maintain a variety of records, files and logs including material of a confidential nature.

Prepare and generate reports as required.

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

Maintain currency of qualifications for area of assignment.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic test administration practices and procedures.

Various disability categories and individual learning styles.

Telephone techniques and etiquette.

Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record keeping techniques.

**ABILITY TO:**

Administer group or individual tests and assure compliance with established testing procedures and regulations.

Work with students with various disabilities.

Review and verify data with speed and accuracy.

Operate a variety of office equipment and machines such as a personal computer, typewriter, calculator and copier.

Operate a personal computer including various software packages to enter and retrieve data, review and verify in an efficient and effective manner consistent with requirements of the position.

Learn, interpret, apply and explain rules, regulations, policies and procedures related to test administration.

Establish and maintain cooperative and effective working relationship with others.

Train and provide work direction to others.

Handle problems and concerns of instructors, students, and staff related to test proctoring in collaboration with the A.R.C./DSP&S Coordinator, faculty, and staff.

Work independently with little direction; efficiently meet schedules and time lines.

Communicate effectively both orally (individuals and large groups) and in writing.

Understand and follow oral and written instructions.

Relate to examinees in a helpful and courteous manner.

**EDUCATION:**

Graduation from high school or equivalent and some college level course work in English and Math.

**EXPERIENCE:**

Responsible work experience related to area of assignment including public contact.

**WORKING CONDITIONS:**

Classroom or other educational facilities environment. May be subject to lifting, standing, and occasional bending and stooping depending on area of assignment.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*