

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2000**

TEST PROCTOR (PART-TIME)

FLSA STATUS: NON-EXEMPT - PAY GRADE: N/A – C

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

A Test Proctor performs duties involving identification, admission, seating, and monitoring of examinees, in support of the administration of college, state, and national tests and assessments. Performs duties relating to preparation of testing rooms and test materials in advance of testing, and records data on transmittal sheets after testing, as directed.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Monitors admission to and exit from the testing room, and enforces test security procedures before and during testing.

Checks identification of examinees, and checks rosters.

Performs setup duties and sorts materials as directed, in preparing the testing room in advance of the testing session.

Distributes test materials and collects completed test materials, as instructed.

Monitors the conduct of examinees during testing sessions, as instructed.

Reports any irregularities in the testing process to the designated supervisor.

Records data on transmittal sheets, as instructed.

Scores designated examinations and assessments, as instructed.

Attends prescribed training sessions.

Works weekday and weekend hours, as required, on a part-time basis, with work hours ranging from 0 to 28 hours per week.

Performs other related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the Assessment and Certification Manager or designated supervisor.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Requires a high school diploma or high school equivalency degree, and the ability to clearly communicate instructions relating to testing.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).