VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROCTOR

BASIC FUNCTION:

Under the general supervision of an assigned supervisor, schedule and administer a variety of tests to examinees; process and circulate testing materials; and perform related clerical tasks.

REPRESENTATIVE DUTIES:

Schedule test appointments with examinees based on instructions provided by faculty and staff; provide information to examinees in person, on the telephone, or via e-mail regarding test availability, testing policies and procedures, and hours of service. E

Administer and proctor group and individual tests based on instructions provided by faculty or other District personnel; assist examinees in interpreting test instructions. E

Procure, process, circulate, and maintain test materials in a confidential and secure manner and in accordance with established guidelines. E

Promptly notify appropriate faculty/staff of any rule violations, unusual incidents, or any other factors that occur during the administration of the examination which may affect the security or integrity of the administration of the examination; collaborate with faculty and/or staff to promptly resolve testing issues as they arise. E

Contact faculty/staff to address questions and concerns that arise during the administration of tests. E

Maintain a record keeping system and associated files for the receiving, logging, and filing of materials involved in test administration. E

Collect and enter data to maintain records or statistics. E

Sort and file documents, answer telephones, make photocopies, and perform other associated clerical duties as assigned. E

Train and provide work direction to student assistants as assigned. E

Perform related duties as directed. E

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Testing policies, procedures, and regulations
Principles of testing accommodation

Established September 2011
American with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA)
Modern office practices, procedures, and equipment
Record-keeping techniques
Telephone communication techniques and etiquette

ABILITY TO:

Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of examinees, faculty and staff
Communicate effectively, both orally and in writing
Operate a computer, scanner and other office equipment
Keyboard at a speed necessary to perform assigned duties
Prepare and maintain records, files, and reports
Review and verify data with speed and accuracy
Work with individuals with disabilities
Meet schedules and timelines
Work independently with little direction
Understand and follow oral and written directions
Learn, interpret, apply, and explain testing rules and procedures
Establish and maintain cooperative and effective working relationships with others
Train and provide work direction to others
Maintain confidentiality of test materials

EDUCATION AND EXPERIENCE:

Graduation from high school or evidence of equivalent educational proficiency

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment

PHYSICAL ABILITIES:

Hearing and speaking communicate with faculty and students
Seeing to read testing materials
Dexterity of hands and fingers to operate computer and office equipment