AUBURN
Human Resources

Testing Center Proctor, Accessibility

Job Description

JOB INFORMATION

Job Code	CA54
Job Description Title	Testing Center Proctor, Accessibility
Pay Grade	AA02
Range Minimum	$29,840
33rd %	$33,320
Range Midpoint	$35,060
67th %	$36,800
Range Maximum	$40,280
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/5/2023

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

The Testing Center Proctor of Accessibility is responsible for administering exams to students with disabilities who require academic accommodations. Ensures that students receive the accommodations to which they are entitled, and for maintaining the integrity of the exams by enforcing the rules and procedures set forth by the Office of Accessibility.

RESPONSIBILITIES

- Prepares the exam materials before the test day. This may include setting up exam rooms, distributing exam papers, and ensuring that all necessary materials are available.
- Verifies the identity of the exam takers before the exam begins.
- Explains the rules and procedures of the exam to the test-takers. This may include explaining what items are allowed in the exam room, what behaviors are prohibited during the exam, and how to ask for assistance if needed.
- Monitors the exam takers to ensure that they are following the rules and procedures. They may walk around the room to prevent cheating, and ensure that all test-takers are staying on task.
- Collects all exam materials and ensuring that they are securely stored. This may include collecting exam papers, answer sheets, and any other materials used during the exam.
- Reports any irregularities or incidents that occurs during an exam to the appropriate authorities. This may include incidents of cheating, disruptions, or other issues that may affect the integrity of the exam.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	2 years of	experience in administrative support, customer service, and/or academic or similar role, such as a teacher, administrator, or test administrator.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong communication skills, the ability to follow instructions and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting		X				
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking			X			
Hearing			X			
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.