

Job Title	Proctor
PVN ID	BM-1608-001366
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	MEOC
Status	Part Time
Hourly Rate	\$12.00-\$15.00
Hour(s) a Week	10.00-20.00
Closing Date	Oct 31, 2016 (Or Until Filled)

General Description

High School Equivalency Testing – Test Assessing Secondary Completion – Proctor (On Call)

Under the direction of the Test Coordinator, the proctor is responsible for carrying out the instructions provided in the TASC Test Administration Manual.

Job Duties are listed below and are appropriate to the testing timeline.

Before testing:

- Read and be familiar with the TASC *Test Administration Manual* and the accompanying *Examiner's Manual Directions for Paper-Based Tests and Examiner's Manual Directions for Computer-Based Tests*. If the test center is permitted to use the *Examinee Guidelines for Self-Guided Computer-Based Testing*, Examiners should additionally be familiar with those and the associated Examiner Checklist.
- Assist the Examiner or Test Coordinator in preparation of administrative materials, including the Seating Chart, Sign-In Sheet, and printouts of system-generated Check-in Rosters

When examinees arrive:

- Assist the Test Coordinator with checking in examinees
- Verify the identity and age of each examinee against current, valid government-issued photo-identification.

During testing:

- Maintain test security
- Monitor examinees completing testing documents and check answer booklets for accuracy and completeness
- Observe examinees for evidence of collusion, cheating and other improprieties.

After testing:

- Collect and secure all testing materials

Other Duties

Qualifications

Minimum Requirements: High School Diploma

Please note this is a part-time, on call, grant funded Proctor position.

Location: SUNY Manhattan Educational Opportunity Center (MEOC), 163 West 125th Street, New York, NY 10027

Administered by the Borough of Manhattan Community College (BMCC)