



<b>Job Title</b>	Examiner
<b>PVN ID</b>	BM-2205-004777
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Manhattan EOC
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$16.00-\$17.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Aug 29, 2022 (Or Until Filled)

## General Description

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### GED High School Equivalency Testing – Examiner (On Call)

Under the direction of the Testing Coordinator, the Examiner is responsible for carrying out the instructions provided by the Policies & Procedures Manual provided by Pearson VUE Testing, guidelines provided GED Testing and the requirements of NYSED.

All GED Examiners must complete annual training from NYSED and Pearson VUE.

Examiner will

- Read and be familiar with the policy & procedures manual for Pearson VUE/GEDTS
- Check in examinees using the online admissions system
- Verify the identity, age and residency of each examinee against current, valid government issued photo identification.
- Administer the test as prescribed
- Monitor examinees completing test, observe examinees for evidence of collusion, cheating and other improprieties
- Collect and secure all testing materials.
- Administer testing with approved accommodations

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

Location: SUNY Manhattan Educational Opportunity Center, 163 West 125 St, New York, NY 10027  
Administered by Borough of Manhattan Community College

## Other Duties

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## Qualifications

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### Minimum Requirements:

- Bachelor's Degree

### Preferred qualifications:

- Prior test examiner experience
- Schedule flexibility (weekday and Saturday hours needed)

Review of resumes will begin immediately.