

# GRANADA HILLS CHARTER HIGH SCHOOL

## **Job Description – Test Proctor/Test Proctor Reader**

Test Proctor and Test Proctor Reader are temporary seasonal positions during the month of May when the School administers thousands of Advanced Placement and International Baccalaureate Diploma exams.

### Duties and Responsibilities

- Gathering and organizing students before and after exams.
- Monitoring students during exam time.
- Organizing and documenting exam papers and materials before and after exams.
- Observing and documenting any exam abnormalities.
- Comprehend and follow instructions in English and explain them clearly to students.
- Being able to follow exam rules meticulously.

A **Test Proctor Reader** performs the same duties as above in addition to being responsible for giving instructions and narrating the exam.

### Qualifications:

- Minimum Education High School Graduate
- Strong organizing skills
- Strong English speaking and comprehension
- Experience in proctoring exams or other administrative work

