

## **Exam Proctor**

Lincoln Law School of Sacramento

**Purpose** Exam Proctors are needed to administer and monitor a paper-based or Exam Soft exam

**Job Title** Exam Proctor

**Date Needed** December 5<sup>th</sup> and 11<sup>th</sup> – 4:00 pm to 8:30 pm

**Location** Sacramento, CA

**Actual Job Zip Code** 95816

### **Duties**

Assist Student Services Director and other Proctors in test delivery

Follow numerous protocols to ensure safety and validity of testing environment

Provide visible security presence in testing room

Maintain confidentiality and security of testing materials

Maintain quiet environment conducive to testing

Assist Student Services Director and other Proctors in preparing documentation in the event of cheating, dishonesty, or other irregularities.

Assist Student Services Director and other Proctors in material inventory

Monitor students during breaks to ensure constant security of testing environment

### **Requirements**

Exceptional attention to detail

Dependable and punctual

Excellent organizational skills

Reliable transportation

Experience with Exam Soft exam software

### **Preferred**

Juris Doctor degree

Previous experience in a standardized testing environment or educational setting

### **Physical Demands**

Proctor will regularly stand for extended periods of times during the testing period

Ability to lift up to 25 lbs. if needed

**Job Type** Independent Contractor (on call basis/multiple times a year)

**Salary** \$100.00 per shift

**Open Positions** One position

**How to Apply** Send Resume' to [melissa@lincolnlaw.edu](mailto:melissa@lincolnlaw.edu)

**Deadline to Apply** December 1, 2017