

Exam Proctor

Lincoln Law School of Sacramento

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

Date Needed December 7, 2020 and ongoing – 4:00 pm to 9:00 pm

Job Type Part Time/Seasonal (on call basis/multiple times a year)

Location Sacramento, CA

Duties

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

Assist Registrar 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

Open Positions Two positions

How to Apply Send Resume' to hr@lincolnlaw.edu