

# TEST PROCTOR

In the subject line please indicate job title. If you are registered at a One-Stop Center and have a Career Counselor, please include their name.

To apply please send resume to: [Linda.daniels@oconestop.com](mailto:Linda.daniels@oconestop.com)

**Location:** La Palma

**Education Required:** High School Diploma

**Compensation:** DOE

**Experience Required:** 1-2 yrs.

**# of Openings:** 1

**Temp to Hire/ Direct:** Direct/

**SUMMARY:** Someone that is ambitious and self-motivated with exceptional research and qualitative abilities. Values integrity, ethics and preserving confidentiality. Will work 4 days a week and Saturday's.

## REQUIREMENTS:

- High School Diploma.
- Associate Degree – preferred.
- 0-1 year of experience.
- Good moral character.
- Must familiarize themselves with the rules and regulations of the exam to enforce them effectively.
- Knowing the time allotted for completing the test.
- Before handing out test papers verify the right examinees are present in the room by checking identification.
- After giving out test papers and other materials, is to maintain the academic integrity of the test.

## RESPONSIBILITIES:

- Setting up test rooms, recording attendance, making sure no one cheats during an exam.
- Maintaining the integrity of organization and of the exams administers.

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