



# WESTMONT

## **Substitute Test Proctor – Part-Time\*\*** **Office of Disability Services**

**Position Summary:** The Substitute Test Proctor assists in the preparation of the testing materials, cubicles and all aspects of monitoring exams for the Office of Disability Services (ODS) on an as needed basis, especially during high volume testing times. This person may also be requested to fill-in if an ODS staff person is unable to proctor an exam due to absence.

**Qualifications:** High school graduate or equivalent with some college course completion. Experience working with college students and some administrative experience. Due to the confidential nature of the position, this position cannot be filled by a current Westmont student.

**Requirements:** Ability to learn ODS data management system, AIM, to manage test proctoring duties. Personal affirmation of the Christian mission of Westmont College, the Community Life Statement and adherence to its behavioral expectations. Developed computer skills using MS Word, Excel; Google applications. Ability to maintain flexibility and organization with multiple tasks and work without close supervision. Ability to take direction, communicate in positive ways and respond in a gracious manner to students, staff, and faculty. Maintain effective working relationships within the context of confidentiality.

### **Responsibilities:**

- Provide test accommodations to students with disabilities
- Assists in the organization, distribution and collection of test material
- Review test directions with students, answer questions as needed
- Checks attendance before testing and seats examinees for testing
- Monitor accurate testing time per accommodation
- Monitor students during test sessions to ensure a secure testing environment
- Monitor video cameras on computer screens
- Report suspected irregularities to the director
- Monitor noise level outside testing cubicles
- Clean cubicles in between testing sessions
- Complete appropriate exam paperwork
- Return exams to appropriate office on campus
- Effectively problem-solve while maintaining integrity of exam
- Expectations of workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds
- Perform other duties as assigned

**Reports to:** Director of Disability Services

\*\*Anticipated work hours per semester: 65 hours