Testing Office
Position Description for Testing Proctor (AP Exam)

**Primary Function:**
Under the supervision of the Testing Office managerial team the student employees will proctor the CollegeBoard Advanced Placement (AP) Examinations to high school students between May 6th and May 1st, 2019.

**Typical Duties:**
- Attend a paid proctor training session to take place at a date yet to be determined. (Mandatory)
- Read and become familiar with CollegeBoard AP Test Manuals prior to your assigned shifts.
- Check test candidate identification, and assist in admitting examinees to the correct testing room.
- Work with at least one other proctor in and out of the test room to provide an environment conducive to testing.
- Usher students to restrooms and/or other test rooms.
- Assist with the distribution, collection and return of all test books.
- Understand the policies and procedures surrounding the AP Examination delivery and be able to relay the information to the test candidate.
- Monitor test takers at all times, including but not limited to before, during and after the exams, as well as in the hallways between examinations and on breaks.
- Be prepared to read test instructions to a large group of test candidates.
- Assist in the set up and break down of each room.
- Other duties as assigned.

**Knowledge & Skills Required:**
- Must possess excellent verbal communication skills.
- Ability to relate and work effectively with high school students.
- Demonstrate effective leadership skills including maturity, flexibility, and openness to learning, responsibility, good judgment and decision-making.
- Obtain a background check through the University of Arizona Police Department in order to work with minor students.
- Must be at least 18 years of age.
- Knowledge of the AP Testing Program preferred.

**Work Hours:**
- Training session will be at most two hours in duration.
- Proctor shifts will vary throughout the two week period. All AP exams will take place Monday – Friday with shifts ranging anywhere between the hours of 6 a.m. – 6:30 p.m.
- Additional night and weekend shifts may be available depending on need.

**Job Site:**
- All exams will take place at Santa Rita High School. Your own form of transportation is not required but is encouraged.

**Pay Rate:**
Proctors: $11/hour
Room Supervisors: $12-$13/hour

Please email your availability during May 6th – May 17th, 2019, to leahchavez@email.arizona.edu and cmrodriguez@email.arizona.edu.