



## Test Proctor

### Job Scope

The testing Proctor administers and monitors tests in accordance with Propel Career Academy testing guidelines and the requirements of third-party testing vendors. The Testing Proctor is also responsible for test security, test inventory, supplies, and assigned equipment. Testing Proctor may also have other tasks related.

### Responsibilities

- Greet candidates and verify identification.  
Efficiently monitor and dismiss candidates as they complete exams.  
Immediately report candidate issues to the testing supervisor.  
Maintain security and all possession of all secured testing materials.  
Ensure every candidate receives a fair and comfortable testing experience.  
Report any disturbances or misconduct to the testing supervisor.  
Comfortable with public speaking and an ability to communicate professionally.  
Ability to multitask.  
Ability to physically move through the test room to seat and dismiss candidates.  
Good management, and organization required.  
Ongoing support of Accubid products internally.  
Develop, configure, and maintain Accubid Anywhere custom assemblies as directed.  
Develop and maintain (inclusive of product updates) Accubid Anywhere database configuration as directed.  
Assist with Accubid Anywhere Maintenance  
Support FSG Estimating Staff.  
Attend industry trade shows and conferences as an FSG Representative.

### Requirements

- High school diploma or GED.  
Detail-oriented and able to exercise good judgment.  
Familiarity with computers and the ability to troubleshoot basic computer issues.  
Customer service, oral and written communication skills.  
Willingness to obtain certifications to proctor for third-party test vendors.  
Understanding of and commitment to Equal Access/Equal Opportunity.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.