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## Auburn University Job Description

Job Title: **Testing Center Proctor, Accessibility** Grade AA02 \$27,500 - \$37,100  
Job Code: **CA54**  
FLSA status: Non-exempt  
Job Family: Academic Services and Administration  
Job Function:

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### Job Summary

The Testing Center Proctor of Accessibility is responsible for administering exams to students with disabilities who require academic accommodations. Ensures that students receive the accommodations to which they are entitled, and for maintaining the integrity of the exams by enforcing the rules and procedures set forth by the Office of Accessibility.

### Essential Functions

1. Prepares the exam materials before the test day. This may include setting up exam rooms, distributing exam papers, and ensuring that all necessary materials are available.
2. Verifies the identity of the exam takers before the exam begins.
3. Explains the rules and procedures of the exam to the test-takers. This may include explaining what items are allowed in the exam room, what behaviors are prohibited during the exam, and how to ask for assistance if needed.
4. Monitors the exam takers to ensure that they are following the rules and procedures. They may walk around the room to prevent cheating, and ensure that all test-takers are staying on task.
5. Collects all exam materials and ensuring that they are securely stored. This may include collecting exam papers, answer sheets, and any other materials used during the exam.
6. Reports any irregularities or incidents that occurs during an exam to the appropriate authorities. This may include incidents of cheating, disruptions, or other issues that may affect the integrity of the exam.
7. Performs other duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma
<b>Experience (yrs.)</b>	2	Experience in administrative support, customer service, and/or academic or similar role, such as a teacher, administrator, or test administrator.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Strong communication skills, the ability to follow instructions and procedures.

#### Certification or Licensure Requirements

None Required.

#### Pre-Employment Screening Requirements

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/5/2023

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