



POSITION DESCRIPTION

Position Title: Test Centre Proctor
Division: Learning Commons
Classification: Education Assistant 1
Supervisor's Title: Test Centre Administrator

POSITION SUMMARY

The Test Centre Proctor supports the delivery of secure, accessible, and professional testing services for Assiniboine College students and external testing candidates. Working independently, the proctor administers examinations while maintaining confidentiality, security, and academic integrity standards.

The position supports two primary testing streams: accommodated testing for Assiniboine College students and external candidate testing on behalf of certification, professional, educational, and other external organizations.

The successful candidate creates a welcoming and professional testing environment while ensuring testing procedures, approved accommodation, and testing vendor requirements are implemented accurately and consistently.

PRIMARY RESPONSIBILITIES

- Administer and monitor in-person and virtual examinations for Assiniboine College students and candidates writing examinations on behalf of external organizations, in accordance with testing procedures, accommodation plans, and testing vendor requirements.
 - Ensure approved testing accommodations are provided, including the use of approved assistive technologies, while maintaining examination integrity and confidentiality.
 - Verify candidate identity, maintain examination security, document testing irregularities, and uphold academic integrity standards.
 - Prepare testing environments and provide professional support to students and external candidates throughout the testing process.
 - Assist with basic technical issues related to testing platforms, software applications, testing equipment, and approved accommodations in accordance with established procedures.
 - Participate in required training and maintain familiarity with testing procedures, accommodation practices, testing platforms, and testing technologies.
 - Perform other related duties as assigned.
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Key Relationships

Staff Positions Directly Supervised: 0
Staff Positions Indirectly Supervised: 0

Other Key Relationships:

Knowledge, Skills, Abilities, Other:

- Reliable, punctual, and able to work independently while exercising sound judgment and maintaining confidentiality.
- Strong attention to detail, observation, organizational, and time-management skills.
- Strong interpersonal, communication, and customer service skills with the ability to interact professionally with students, candidates, faculty, staff, and external clients.
- Proficiency with Microsoft 365 applications and the ability to learn and use a variety of computer applications, testing platforms, software systems, and assistive technologies.
- Ability to troubleshoot routine computer, software, testing platform, and equipment issues.
- Ability to maintain test security and uphold academic integrity standards.
- Demonstrated sensitivity to accessibility needs, cultural diversity, and inclusive service practices.
- Availability to work flexible daytime and evening shifts based on testing schedules.
- Experience implementing testing accommodations and supporting students with disabilities is considered an asset.
- Experience administering examinations or working in educational or assessment environments is considered an asset.
- Experience administering professional, certification or licensing examinations is considered an asset.

Employee's Signature

Date

Supervisor's Signature

Date