

## Assistant, Testing

**FLSA Status:** Non-Exempt

**Pay Grade:** 4

**Job Title ID:** 12353

**Job Series/Job Family:** Student Support & Success Series / Student Learning Services Family

### Reports To

Testing Center Supervisor

### Job Purpose

To assist in test administration maintaining the integrity of the testing process and exam site security.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Verifies candidates' identity and enrollment and directs to appropriate area; provides test instruction; distributes test materials; monitors students as they test; collects test materials at end of testing period; grades and files completed exam.
2. Follows established Testing Center guidelines in working with students and faculty.
3. Files tests, answer keys, and student answer sheets.
4. Notifies Supervisor of testing security irregularities or unusual events during testing session. Interacts professionally and according to Testing Center guidelines in dealing with students cheating during test.
5. Responsible for security of test materials. Inventories condition of tests.
6. Maintains appropriate level of supplies by notifying Supervisor of supply requirements.
7. Enters incoming tests into computer system; uses ISD scoring system; enters data into database program; creates mail-out log in computer.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Basic office practices and procedures.
- Test administration.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Consistently following testing procedures.
- Maintaining confidentiality of test materials and results.

### Computer Skills

#### **Required**

- Demonstrated proficiency using standard office software applications.

**Physical Requirements*****Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

**Work Experience*****Required***

- One year related work experience.

***Preferred***

- One year experience working with students and the public.

**Education*****Required***

- High School diploma or equivalent.

***Preferred***

- Associate's degree.

**Other*****Required***

- No ACC Testing Center employee can enroll in an ACC class that uses any ACC Testing Center. All ACC classes in which an ACC Testing Center employee is enrolled must be approved by the employee's immediate supervisor.

***Preferred***

- Knowledge of ACC Administrative Rules, Policies and Procedures, and Testing Center guidelines.

**Safety*****Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.