

Test Proctor Description

Job Summary:

The Laboratory School is accepting applications for Test Proctors for the upcoming 2021-2022 school year. Proctors are responsible for reading the exam administration script, distributing and collecting exam materials, managing exam timing, ensuring exam security, and completing other test related duties as assigned. Exams take place in-person, on-campus at the University of Chicago Laboratory Schools.

Schedule:

Proctors are needed on Wednesday, October 13, 2021 from approximately 7:00am-2:30pm to administer the PSAT test. Proctors are also needed weekdays from Monday, May 2- Friday, May 13, 2022 for Advanced Placement testing. There may also be additional proctoring opportunities throughout the course of the school year.

Requirements:

To qualify as a Test Proctor, you must be a high school graduate, at least 18 years old, speak English fluently, and possess the same level of integrity and maturity expected of a member of the school staff. Prior proctor, teaching, or school-based experience is preferred but not required.

You may *not* serve as a Test Proctor if you have the following conflicts of interest:

- Are employed part- or full-time at a test preparation company
- Participate in any coaching activity that addresses the content of secure College Board tests (the teaching and normal review of course content, including test familiarization that is part of regularly scheduled coursework, is acceptable)
- Have taken any College Board test within 180 days of test day

To Apply:

Interested candidates should submit a resume via email to Lauren O'Malley at lomalley@ucls.uchicago.edu.