K12 Louisiana Test Administrators Job Description

Pay: $15.00 p/hr

Passionate Test Administrators (Proctors) are needed for Spring 2019 Louisiana State Assessments. We want you to be a part of our talented team!

Test proctors needed in the following cities:

Alexandria, Baton Rouge, Hammond, Lafayette, Monroe, New Orleans, Shreveport

Proctors must be available the following dates from 9:00AM to 3:00PM: Test Dates: March 12th-14th; April 1st – 5th, April 29th-May 3rd, May 6th-10th. This is a temporary position for the time periods listed above.

Requirements:
- High School Diploma
- Punctual, reliable, professional - **individual MUST be able to commit to being at the test site on the dates indicated during the times needed**
- Attention to detail
- Previous experience in a professional setting such as customer service industry, administrative assistant, teacher, etc.
- At least 2-3 years of consistent work experience
- **Computer Software/Hardware** - must have access/knowledge in order to respond to emails and attend online training sessions
- 7 year criminal background check clear and complete PRIOR to start
- Ability to sit/stand for long periods of time

Job Description:
AS A TEST ADMINISTRATOR (PROCTOR) YOU WILL...
- Receive training and administer Louisiana State assessments to **Louisiana Virtual Charter Academy (LAVCA)** students at various testing sites in Louisiana
- Attend/complete required online and in-person training sessions and/or Test Administrator meetings, including end of testing debrief meeting
- Read the State and School Test Administration Manual and Test Administrator Directions for all tests you will administer
- Travel to test sites within assigned route
- Set up tables, chairs, and computer lab
- Maintain and confirm that all equipment is up to date and in working order • Sign students into the test site and collect emergency contact forms
- Follow up with absent students to reschedule for make-up sessions
- Read Test scripts and follow all Louisiana State Test Security policies and procedures
- Actively monitor students while they are completing assessments (use of personal electronic devices is prohibited during student testing)
- Provide and maintain a safe and orderly testing environment
- Accurately code test information in database/complete paperwork

Prior to test date:
- Read/respond to various emails from K12 Louisiana Testing team
- Attend/complete required online training sessions and/or Test Administrator meetings (typically takes 3-5 hours before actual testing takes place)

- Read the General Manual and Test Administrator Directions for the subject you will administer.

On test date:
- Classroom-based position requiring ability to actively monitor students throughout the classroom while taking tests
- Take attendance for the classroom and report absences to site coordinator
- Read instructions to students/answer questions
- Actively monitor students while they are taking the test
- Complete seating charts
- Accurately code test information on answer documents
- Verify answers have been bubbled on answer documents
- Verify all bubbles are marked neatly and completely filled in
- Ensure test security according to TEA guidelines provided during training