

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

EXAMINATION MONITOR

JOB DESCRIPTION

Employees in this job perform various aspects of examination monitoring.

There is one classification in this job.

Position Code Title - Examination Monitor

Examination Monitor 4

The employee performs a full range of examination monitoring assignments. The employee may serve as a single, lead, or assistant examination monitor.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Represents the department in the administration of examinations and the interpretation of testing policies or procedures.

Oversees testing activities for conformity to guidelines and standards.

Receives, audits and maintains the safety and security of assigned examination material.

Collects and verifies proper identification of applicants.

Makes determination of applicants admittance to the center, site, or room for examination.

Reports any unusual problems, occurrences, or discrepancies to the examination coordinator.

Advises the examination coordinator of site problems.

Distributes and collects examination materials.

Reads instructions and administers sections of examinations or performance tests to groups of applicants.

Instructs applicants in the proper technique for completing and marking the answer sheets.

Observes applicants during the test period to minimize distractions, prevent collaboration, copying, or use of unauthorized aids.

Ensures test procedures are being followed.

Ensures applicants are working on the proper segment of a timed exam and not reviewing previous or unassigned segments.

Leads activities of the assistant monitors in the room, including the release of the assistants when they are no longer needed.

Completes all necessary forms and reports at the completion of the examination process.

Reviews collected answer sheets to make sure examinee data is properly completed.

Returns applicant's identification.

Checks the examination room ensuring applicants have not left any articles in the room and all equipment is in order.

Recommends new or modifications to policies, procedures, and forms used in the testing program.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Ability to speak confidently in front of large groups of people.

Ability to follow oral and written instructions.

Ability to communicate effectively with others, both verbally and in writing.

Ability to assume responsibility.

Ability to direct the work of assistants.

Ability to exercise tact, courtesy, and similar qualities necessary for meeting and dealing effectively with others and maintaining favorable public relations.

Ability to react quickly to identify and avoid or resolve problems.

Working Conditions

Jobs are temporary and non-career.

Some jobs require travel.

Work is intermittent in nature.

Work may be on Saturdays and evenings.

Physical Requirements

None

Education

No specific type or amount is required.

Experience

Examination Monitor 4

No specific type or amount is required.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

EXLTDRMON

Job Code Description

EXAMINATION MONITOR

Position Title

Examination Monitor

Position Code

EXLTDRMO

Pay Schedule

NERE-001P

SC

05/07/2017