



Example of Test Administrator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of test administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for test administrator

- Analysis of Functional and Non Functional Requirements
- Author and Review of Test Cases and Procedures
- Explain testing options, advise and register UW undergraduate, UW graduate and non-UW students for appropriate tests
- Assist in researching department and/or program needs as requested by the Manager
- Assist Manager in planning annual testing schedules, test dates and in establishing staff and hourly work schedules to assure adequate test coverage
- Independently plan and prepare for tests
- Work and maintain proctor certification for various exams (CLEP, DSST)
- Score and report test results as required
- Maintain testing database information and prepare cash/check deposit
- Maintain testing documents and assist with retention, storing and archiving of files

Qualifications for test administrator

- Employees must be available to work Saturday's between the hours of 7am - 7pm as scheduled
- Bachelor's degree, or an equivalent combination of education and experience in rehabilitation counseling, special education, educational psychology, or a related field

2008, the Family Educational Rights and Privacy Act (FERPA), and other appropriate laws

- Ability to have flexible work hours and work in a fast-paced environment
- Must possess the ability to multitask, be detail-oriented, and maintain confidentiality
- Requires a Bachelor's degree with 1-2 years of relevant work experience