



## TOEFL Testing Supervisor/Proctor

EC Boston is a language school that provides English courses for students from all over the world. Additionally, EC is an official testing center for the TOEFL iBT (Internet Based Test), which is a test that many international students take to demonstrate how well they read, write, speak and understand English. Each testing session requires two staff members present; a supervisor and a proctor. While each position has slightly different duties, both have the same requirements, training and hourly compensation. EC Boston is looking for individuals who can act as either test supervisor and/or proctor.

### Job Duties

- Perform a readiness check several days before each scheduled test administration
- Complete check-in of examinees
- Ensure the security of the testing center
- Write test Center Problem Reports
- Coordinate activities between Supervisor and Proctor
- Monitor the testing room to maintain security
- Interact with the testing station to start or pause tests
- Report any irregularities

### Requirements

- 18 years of age
- Able to read, write and speak English
- **Complete the Supervisor Certification Test** (after a training period)
- Not involved, as an instructor or student, in any course, workshop, or tutoring activity, whether public or private, whether on a paid or volunteer basis, which involves preparing examinees for test questions similar in content to those in the TOEFL tests being administered at the testing center; or any other test preparation or coaching activity whose purpose is to address content of secure ETS tests.

### Dates and Hours

Each test will be administered on a Saturday and is four hours long. Monitoring of the test, as well as preparation and closing duties will require the following work hours:

- Supervisor: 6- 7 hours
- Proctor: 5-5 ½ hours

Exact times are yet to be determined. The 2009 dates are as follows:

- August 22
- September 19
- October 17
- November 21
- December 19

### Compensation

Both positions pay \$15 per hour with a paid training period of 3 hours at \$10/hour.

### To apply

Email letter and resume to [hilaryotey@ecenglish.com](mailto:hilaryotey@ecenglish.com)