

HiSET Test Administrator Job Description

Hours: Part Time. Schedule is created monthly and communicated with as much advance notice as possible. Possibility of long shifts (over eight hours on occasion) and some evening/weekend work.

Required Education: High School Diploma or equivalency.

Summary: Chief Examiners and Test Administrators are responsible for the overall quality of the testing program at their HiSET test center. Their major responsibility is to uphold the integrity of the HiSET Program by effectively organizing and overseeing the test administration process.

Duties and Responsibilities:

1. Verify the identity and eligibility of each HiSET test taker.
2. Maintain testing surveillance logs, seating charts and other documentation as required.
3. Maintain the security of all testing materials.
4. Prepare a written inventory of all secure testing materials used during each test administration and maintain the inventory documentation in the permanent secure storage area.
5. Conduct testing sessions in accordance with ETS policies and procedures as set forth in this Program Manual and in any supplemental memoranda from ETS.
6. Control testing sessions by following all ETS policies and procedures for conducting a testing session under standard conditions or, when appropriate, with accommodations for test takers with disabilities or health-related needs.
7. Adhere to ETS policies regarding preparing and submitting testing materials for scoring.
8. Inform the Chief Examiner and/or State Administrator of all disruptions or suspicious events that take place during any testing session promptly and in writing, by using a Test Administrator Irregularity Form.
9. Conduct investigations into test compromises and testing irregularities; follow ETS policies and procedures for reporting these irregularities.
10. Provide information about accommodations that are available and provide accessible testing with approved accommodations for test takers with disabilities or health related needs.
11. Attend appropriate examiner meetings sponsored by the jurisdiction.
12. Cooperate in research and surveys sponsored by ETS or by the State Administrator. Provide information about the HiSET to civic groups, adult educators and high school counselors.
13. Maintain testing area to ensure that a suitable testing environment is available for students and that all shared space is left in an appropriate condition.
14. Other tasks as required.

Travel: Same day travel to nearby counties required, but no overnight.

Technology Requirements: Basic computer skills: use of internet (including G Suite and online time clock applications), ability to complete online training modules and data entry forms, use of Computer Based Testing systems, ability to instruct students on basic computer use.

Special Considerations: Some work in correctional facilities required.