

**The Commonwealth of Massachusetts
Board of Bar Examiners**

Proctor Job Description

The Board of Bar Examiners (BBE) seeks applications from persons interested in serving as proctors for the bar exam administered in Boston and Springfield. The BBE administers the bar exam under standard and non-standard testing conditions to persons applying to be professionally licensed Massachusetts attorneys twice each year in February and July. The BBE is committed to protecting the integrity of this licensing examination by maintaining the highest security and testing standards. Proctors assist the BBE under general direction and direct supervision by adhering to all BBE rules, policies and procedures.

General Information

Proctors work under stressful testing conditions and are required to maintain a professional attitude, to remain focused and attentive during long periods of silence without distracting examinees. Good judgment, flexibility, and moving quietly with ease is needed. Keen observation skills, with the ability to speak quietly at all times and refraining from any unnecessary conversation is desirable. Proctors report to Area Supervisors during the bar exam and should be able to accept instruction or correction from supervisors. Proctors are required to dress in business casual attire and wear soft-soled shoes.

Proctors have a key role in the successful administration of the bar exam. Proctors work a long day and hours may vary depending on the specific assignment. Proctors must arrive at the exam site promptly at the required time and must be prepared to stay late if necessary. Proctors should be able to stand and walk for long periods of the time and be able to carry and lift testing materials. Proctors are required to attend brief orientation meetings each morning on exam days. Proctors may also be required to read exam instructions and record and monitor test times.

The BBE seeks teachers, trainers and other like individuals with experience in proctoring exams or with supervisory experience. Proctors must personally appear and are not permitted to send someone else to proctor in their place. The Board of Bar Examiners considers all Bar Exam Proctor Applications. Invitations to proctor an exam are sent approximately 60 days prior to the bar exam. Decisions on proctor selection are made for each exam based on the level of experience needed and the number of open positions available for the specific exam. Proctors are emailed confirmation notices along with proctor testing information approximately three weeks before the bar exam. Proctor packets are distributed at the Proctor Orientation Meeting.

General proctors receive a standard daily rate of \$150 and proctors are designated as state vendors. According to federal law, certain required documents must be completed and a photo ID presented at the initial session for all new proctors.

Requirements

Proctors must be:

- a minimum 21 years of age and be a high school or college graduate with no criminal record.
- proficient in the English language with an ability to communicate clearly and effectively.
- able to understand and adhere to written and oral direction and instruction and have strong organizational skills and be detailed oriented.
- able to work with and provide direction to examinees under stressful conditions in a calm and courteous manner.
- able to stand and walk up to 80% of the time throughout the testing sessions.
- able to lift up to 25 lbs. and work a 10-12 hour day.
- able to remain attentive and observant throughout the testing sessions.

Essential Duties and Responsibilities

- Follow the Test Administration Timeline
- Assists examinees as needed with seating location.
- Greets, takes attendance, and identifies the examinees with a government issued photo ID.
- Communicates with examinees according to BBE policy in a clear, calm and professional manner at all times.
- Maintains the security of all testing materials.
- Distributes, collects and accounts for all examinee testing materials.
- Completes exam report forms with accuracy and speed.
- Monitors examinees to ensure a secure testing environment and to deter cheating.
- Reports any suspected irregularities to the Area Supervisor.
- Walks quietly (every 15- 20 minutes) to monitor examinee conduct.
- Completes written Incident Reports as required.
- Attends all meetings as needed or required
- Sign in and out each testing day on the Attendance Report.
- Adhere to scheduled breaks and lunch times and 15 minute warnings.
- Performs other duties as assigned.

Application Process

Bar Exam Proctor Applications are available on the Board of Bar Examiners website at www.mass.gov/bbe. Applications may be completed with the fillable online application or the application can be printed and completed by hand.

Mail the completed Proctor Application to:

Board of Bar Examiners, Edward W. Brooke Courthouse, 24 New Chardon Street, First Floor,
Boston, MA 02114.

For more information visit www.mass.gov/bbe or call (617) 482-4466.