

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 examination. The bar examination is administered in Boston and Springfield twice a year in February and July to persons applying to be professionally licensed Massachusetts attorneys. Proctors assist with the administration of the bar examination under the direct supervision of the BBE by observing applicants taking the examination and maintaining the integrity and security of the examination.

General proctors receive a standard daily rate of \$200 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 20 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 as instructed.
- Assist examinees as needed with seating location.
- Greet, take attendance, and identify the examinees with a government issued photo ID.
- Communicate with examinees according to BBE policy in a clear, calm and professional manner at all times and only when necessary.
- Maintain security of all testing materials.
- Distribute, collect and account for all examinee testing materials.
- Complete exam report forms with accuracy and speed.
- Monitor examinees to ensure a secure testing environment and to deter cheating.
- Report any suspected irregularities to the Supervisor.
- Walk quietly (every 20 minutes) to monitor examinee conduct and behavior.
- Complete fully written Incident Reports.
- Attend all meetings as needed.
- Sign in and out each testing day on the Attendance Report.
- Adhere to scheduled breaks and lunch times and 15 minute warnings.
- Perform 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 completed application to:**

Board of Bar Examiners
John Adams Courthouse
One Pemberton Square, Suite 5-140
Boston MA 02108