



Job Description

Title: Exam Administrator - French

Ashton Testing Services is looking for Proctors to administer the TCF exam in Vancouver

Qualifications:

- Bachelor's Degree – French
- Strong computer skills
- Excellent communication skills English and French (both written and verbal)
- 1 or 2 years teaching French as a second language
- Critical and logical thinker
- Strong attention to detail
- High degree of professionalism
- Excellent organizational skills
- Independent worker

Supervisor: Director of Operations

Duties:

- Perform examination site opening and closing procedures
- Ensure proper testing procedures are in place for all examinations
- Confirm that candidates have been properly identified
- Proctors TCF exam
- Conducts TCF oral sessions with candidates
- Communicate with technical support to deal with any issues for online examinations
- Meets all exam requirements and completes certifications required by the examining body
- Ensure a high degree of security for exams before and after administration
- Ensure that candidates are being assessed in a sound testing environment
- Works with administration staff and proctors to ensure a seamless execution of the exam process
- Perform additional tasks and duties as required

The TCF exam is offered three times a month. This position is part-time, 5 hours per day for three days per month, starting ASAP. Must be available on Saturdays, Sundays, and some evenings.

Starting hourly rate for proctoring and conducting oral sessions will be negotiable, depending on experience.

Please submit your application at hr@ashtoneducation.ca.