



Job Description

Exam Administrator – French (TCF Exams)

Ashton Testing Services

Are you fluent in both French and English and passionate about professionalism, organization, and education? Ashton Testing Services is looking for reliable and detail-oriented French Exam Administrators to support the administration of TCF examinations in Vancouver.

This role is ideal for individuals with formal academic training in French studies and experience teaching French as a second language in a structured and professional environment.

Responsibilities

- 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

Qualifications

- Bachelor's Degree in French, French Language, French Studies, or a directly related French discipline required (*Please note: applicants must hold a degree specifically focused on French studies or the French language. A general degree taught in French will not meet this requirement.*)
- Excellent written and verbal communication skills in both French and English
- 1–2 years of experience teaching French as a second language preferred
- Strong computer and technical skills
- Excellent organizational and multitasking abilities
- Strong attention to detail and professionalism
- Ability to work independently and follow strict procedures

Schedule & Position Details

- Part-Time / Casual
- Approximately 5 hours per day for 3 days per month
- Must be available on Saturdays, Sundays, and some evenings

**Compensation**

- Proctoring: \$24–\$25 per hour
- Conducting Oral Sessions: \$29–\$32 per hour
- Hourly rate based on qualifications and experience

Location

In Person - Downtown Vancouver, BC

Join a professional testing environment where organization, professionalism, and language expertise are highly valued.