

## **SECONDARY PROCTOR JOB DESCRIPTION**

### **Skill 08 – IT Office Software Applications**

#### **1. PROCTOR JOB DESCRIPTION**

##### **1.1 General job description**

The purpose of the proctor is to monitor the virtual competition, provide accountability, ensure fairness, and flag suspicious events and intervene when necessary. Active intervention ensures cheating is stopped or prevented. A proctor position is a volunteer position. A proctor acts as an onsite liaison with NTC members.

##### **1.1.1 Proctor selection**

The personal skills necessary to be an effective proctor include self-confidence, fairness, good judgment and strong organizational ability. Proctors must be 18 years or older. When applicable, required skill specific skills to become a proctor will be included in section 1.2.

Acceptable proctors include, school or college professors/teachers, school/college counselors, administrators, and a person working in the Skill Area. Relatives, direct supervisors, co-workers, or anyone the student has a personal relationship with, are not qualified proctors.

During the competition the proctor will not represent their own province/territory. They will serve as operational and advisory member of Skills/Compétences Canada. The proctor must sign and respect the SCC Code of Ethics which is included in the Skills Canada Virtual National Competition (SCVNC) Competition Rules. Proctors are required to complete their duties without bias or prejudice.

The selection of the proctor will be confirmed by SCC and the SCC Member Organization (MO) of the participating competitor.

##### **1.1.2 Proctor time commitment**

The proctor will be required to attend the following meetings and events

- Attend a National Technical Committee (NTC) and Proctor orientation meeting prior to the competition.
- Attend the Competitor orientation.
- Attend the competition days.
- Attend the assessment session with NTC if required.

##### **1.1.3 Proctor expectations**

- Must be physically present at all times during SCNC virtual secondary category as per the official competition schedule.
- Respond promptly to competitors' problems and/or questions.

- Must not assist the competitor in any way to help complete the tasks required.
- Must be in constant communication with NTC, as necessary.
- It is strongly recommended that the proctor be familiar with the SCNC Competition rules.
- It is strongly recommended that the proctor be familiar with all paperwork that will need to be submitted electronically to SCC and/or the NTC.

#### 1.1.4 Proctor responsibilities

- Ensuring that the SCNC Competition Rules are followed
- Overseeing safety throughout the competition
- Providing on-site support to the NTC (proctors will be in contact with NTC at all times)
- Providing support to the competitor
- Providing camera management
- Taking videos footage and/or photos for marketing purposes
- Taking video footage and/or photos for assessment purposes
- Assist the NTC with the equipment and material check during orientation and throughout the competition.
- Providing interpretation services as required
- Proctors will provide on-site technical support as required
- Proctors will be in contact with technical support staff throughout the competition
- Ensuring competitors are connected to the internet as required
- Uploading videos, photos and other documents as required
- Proctors must complete administrative forms for the competition that they supervise.
  - Orientation checklist
  - Safety check list
  - Equipment check list
  - Material check list
  - Assessment check list
  - All other required SCC forms
- Before beginning the competition, verify that the right competitors are present in the room by checking their identification.
- Before the beginning of the competition post the name of the competitor, province/territory with their Skill # and name in a highly visible area that can be captured by the video camera. (template will be provided)
- As per the competition schedule, when the competition time expires, proctors must make sure that the competitor stops all work.

#### 1.2 Skill specific job description

- N/A

## **2. PROCTOR QUALIFICATIONS**

For a proctor to be assigned to a competitor, they require the following skill specific qualifications.

### **2.1 Mandatory skill specific qualifications.**

- Technical skills to be able to communicate and participate in a virtual environment (Google Classroom).
- Basic supervisory role to ensure there is no cheating, by watching the student's screen while the student works.
- Knowledge of computer hardware

### **2.2 Recommended skill specific qualifications**

- Ability to understand the Microsoft Office suite