<table>
<thead>
<tr>
<th>CLASSIFICATION SERIES:</th>
<th>SERIES NO.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Monitor</td>
<td>6464</td>
</tr>
<tr>
<td><strong>MAJOR AGENCIES:</strong></td>
<td><strong>EFFECTIVE DATE:</strong></td>
</tr>
<tr>
<td>Administrative Services, Commerce, Environmental Protection Agency, Job &amp; Family Services, Insurance, Rehabilitation &amp; Correction</td>
<td>02/26/2012</td>
</tr>
</tbody>
</table>

**SERIES PURPOSE:**
The purpose of the test monitor occupation is to administer tests & maintain control of testing sessions.

**CLASS TITLE:**
Test Monitor

**CLASS NUMBER:**
64641

**EFFECTIVE DATE:**
03/26/1990

**CLASS CONCEPT:**
The full performance level class works under general supervision & requires considerable knowledge of agency testing programs & procedures & speech for effective communication techniques in order to administer tests (e.g., civil service or certification/licensing or inmate classification), control testing sessions & grade tests or monitor optical scanning of test answers.
**EFFECTIVE DATE:**
03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Administers tests (e.g., administers civil service examinations; administers tests for licensing/certification in variety of areas such as real estate, private investigation, auctioneers, fire prevention, insurance sales, water & wastewater operations; administers inmate classification tests; administers tests for determination of job skills), distributes examinations, renders verbal instructions & monitors test room for difficulties or unusual conditions & hand scores tests or monitors optical scanning of test responses; ensures confidentiality of test results.

Prepares, reviews &/or manages various types of test related reports &/or materials (e.g., prepares reports of test room problems; assembles test materials to be distributed; maintains files or records & confidential information pertaining to exams; reviews applications for basic requirements; records grades; prepares reports of test statistics; provides testing results to appropriate parties for interpretation; packs, loads & transports test materials & equipment to remote testing locations).

Performs various test related clerical tasks (e.g., prepares information or score cards for mailing; types & mails exam announcements & grade notifications; forwards grade notification &/or exam fees to appropriate department; ensures readiness of testing equipment; prepares equipment for handicapped; orders test supplies; reserves test room; schedules appointments for tests; advises interested parties of test programs &/or procedures) &/or non-test related miscellaneous tasks (e.g., prepares agenda for meetings; answers general questions regarding agency rules or procedures for non-testing programs; assists in maintaining non-test related records; acts as receptionist; types various materials).

**MAJOR WORKER CHARACTERISTICS:**
Knowledge of agency testing program & procedures*; speech &/or effective oral communication; public relations; fractions, decimals & percentages. Ability to deal with problems involving several variables in familiar context; complete routine forms; check pairs of items that are similar or dissimilar; gather, collate & classify information about data, people or things; lift 25 lbs.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 1 course in speech or 3 mos. exp. in effective oral communication; 1 course or 3 mos. exp. in public relations; valid Ohio driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Not applicable.

**UNUSUAL WORKING CONDITIONS:**
May require travel; may require overnight stay.