

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00115</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Test and Examination Coordinator</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Student Services</b>		

### General Description

Responsible for the coordination and overall administration of accommodated tests, exams and note taking services for students with disabilities. Ensures the efficient and appropriate delivery of support services within all relevant policy requirements and guidelines.

### Representative Duties & Responsibilities

- Respond to general inquiries and provide information to students regarding test and exam accommodations.
- Communicate with students to determine specific needs and make arrangements for test and exam accommodation services.
- Coordinate, schedule, and administer accommodation test and exam support services.
- Recommend changes to the overall operation of the program and improvements to existing policies and procedures.
- Write manuals on special accommodations including provisions of test, exams, and note taking accommodations, regulations, and rationales.
- Write informational material and reports for internal and external use.
- Develop request and application forms.
- Coordinate schedules for casual employees, peers, office assistants, and invigilators.
- Schedule alternative exam times and book rooms that will accommodate the individual needs of students.
- Set up and maintain filing systems, both electronic and hard copy.
- Maintain confidentiality of student files.
- Update information and services offered on the department website.
- Exchange information with instructors and arrange for their involvement in the provision and monitoring of accommodated examinations.
- Align services with legislation and government policies and procedures.
- Ensure efficient and appropriate delivery of support services.
- Calculate allocation of extra time required for students to complete academic requirements.
- Schedule student accommodations and resolve scheduling conflicts.
- Act as a liaison between students, staff and invigilators to resolve conflicts.
- Conduct web and database searches for relevant information on disabilities and related needs.
- Attend and participate in meetings.
- Participate in recruitment efforts for volunteers and note takers.
- Consult with faculty and department administrators regarding the provision, distribution and collection of tests and exams
- Provide input to the development of departmental or institutional test and exam policies as they pertain to students with disabilities.
- Provide oversight of academic integrity principles and practices.
- Operate adaptive technology used for students to complete tests and exams and for converting test and exam copies to alternate formats.
- Notify students and professors of test and exam bookings.

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## Supervision

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- Ongoing responsibility for supervising up to 9 casual employees at any one time.

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## Qualifications

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- 2 year Community College diploma in Office Administration or related field.
- Requires 3 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and reports, conduct web searches, and maintain databases.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
  - Collecting routine information, word processing routine documents such as correspondence and forms.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Communicating with students to determine specific needs and making arrangements for accommodation services.
  - Writing manuals on special accommodations including provisions of test, exams, and note taking accommodations, regulations and rationales.
  - Acting as a liaison between students, staff and invigilators.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00115</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Test and Examination Coordinator</b>	Total Points:	<b>423</b>
Job Family:	<b>Student Services</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>3.5</b>	71
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>D3</b>	60
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>3.0</b>	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.0</b>	39
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5