

Proposed Definition

**Temporary Personnel – Test Monitors and Proctors**

List of Preferred Source Offerings Section D Approved Services

April 18, 2017

The OGS Preferred Source team collaborated with NYSID to develop a definition of Temporary Personnel – Test Monitors and Proctors that provides sufficient information for procuring agencies to understand the approved scope of this service.

**DEFINITION OF TEMPORARY PERSONNEL – TEST MONITORS AND PROCTORS**

**Temporary Personnel- Test Monitors and Proctors** are workers hired for a pre-determined period to support the administration of competitive examinations/tests offered by procuring agencies. Job duties would include such functions and responsibilities as: writing information on the board in test locations; reviewing various forms and documents provided by candidates to gain entry to test location on day of the test; providing instructions to candidates on day of test; checking candidate's ID; obtaining candidate's fingerprints on fingerprint cards; completing monitor reports and related forms; organizing documents on the day of the test; reading monitor's instructions to candidates; counting, distributing, and collecting test booklets; directing candidates to rest rooms and exits; and overseeing and supervising candidates during examinations and official tests.

These services are provided at a location determined by the procuring agency.