



PROCTORS NEEDED

California Bar Examination

Compensation for this position begins at \$15.00 an hour

The examination will be held at the following locations: Burlingame, Del Mar, Los Angeles, McClellan Park, Oakland, Ontario, Orange, Pasadena, Sacramento, and San Diego.



As a proctor, you will play a key role in helping the Office of Admissions meet its mission of licensing attorneys to practice law in California. You will help ensure that administration of the exam follows the policies and procedures established and set by the Committee of Bar Examiners.



DUTIES AND RESPONSIBILITIES

- Assist with set-up of test materials prior to the beginning of the examination sessions
- Verify applicant admittance documentation before directing applicants to assigned seating
- Enforce examination rules and policies, such as those regarding items allowed into a test center
- Allow only authorized personnel within the secured test center
- Maintain the security of examination materials at all times
- Distribute, collect and account for examination materials over the course of at least 3 consecutive days
- Complete various examination forms
- Monitor applicants during examination to ensure applicants are not accessing unauthorized assistance, e.g., cheating



QUALIFICATIONS AND REQUIREMENTS

- Be a high school graduate and at least 18 years of age
- Attend assigned examination events and remain at the test center up to for 10–12 hours per day or until dismissed – for at least 3 consecutive days
- Accept and follow oral and written instructions from State Bar staff and supervising proctors
- Basic knowledge of vocabulary, writing, and arithmetic
- Ability to communicate effectively and courteously
- Possess strong organizational skills and use of good judgment
- Be flexible to duty and assignment changes
- Work quietly and efficiently around the test center as assigned with long periods of walking or standing
- Ability to carry boxes of materials that may weigh up to 40 lbs
- Stay alert and engaged for extended periods of silence



Application Process

Please visit our website at www.calbar.ca.gov/examproctors

Please Note: Cannot be a law clerk, a law student, a paralegal or admitted as an attorney in any jurisdiction.



EXAMINATION PROCTOR APPLICATION

Last Name		First Name		Middle	Last 4 digits of Social Security #		
Street Address			Apartment	City		State	Zip Code
Home Phone		Cell Phone		Email (required)			

1. Do you meet all of the qualifications and can you perform the essential functions outlined in the job description? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are you related to anyone employed by the Office of Admissions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are you presently attending law school or have you ever attended law school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are you related to, or do you know anyone presently in law school or a law school graduate planning to take the First-Year Law Students' Examination or California Bar Examination? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES", when does he/she anticipate taking the First-Year Law Students' Examination or California Bar Examination?	
5. Describe any experience you may have as a proctor for some other agency or a school:	
6. How did you come to know about this position?	7. Who referred you to this office?

The June & October First-Year Law Students' Examinations are only administered in the Los Angeles County and Bay Area.

8. Check the examinations you are available to work: <input type="checkbox"/> February California Bar Examination <input type="checkbox"/> June First-Year Law Students' Examination <input type="checkbox"/> July California Bar Examination <input type="checkbox"/> October First-Year Law Students' Examination	
9. Select up to 2 areas in which you are available to work.	
Northern California <input type="checkbox"/> Oakland <input type="checkbox"/> Burlingame <input type="checkbox"/> Sacramento <input type="checkbox"/> Santa Clara	Southern California <input type="checkbox"/> Los Angeles County <input type="checkbox"/> Pasadena <input type="checkbox"/> Ontario <input type="checkbox"/> Orange County <input type="checkbox"/> San Diego

Please read, sign and date the following statement:

I declare that each of the answers given to the questions on this application is complete and true to the best of my knowledge. I understand that any misrepresentation or omission is cause for dismissal. I have read the Proctor Duties and Qualifications and declare that I fully understand and agree to the duties and responsibilities stated. I also understand that I may not be selected to proctor an examination. I further understand that if I am selected, it does not guarantee that I will be selected to proctor any other Bar Examination. Finally, I understand that if I serve as a proctor, I am a temporary employee paid by a temporary agency and not an employee of the State Bar of California.

Print Name:

Signature:

Date: