

# EXAM PROCTORS NEEDED

## CALIFORNIA BAR EXAMINATION



**Compensation for this position begins at \$25 an hour.**

**Please Note:** Cannot be a law clerk, law student, or paralegal in any jurisdiction.



### Job Summary

The State Bar of California seeks proctors to help administer the February 2027 California Bar Exam on February 23–24, 2027 with the possibility to work extended days, depending on the location. As an exam 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 the administration of the exam follows the policies and procedures established and set by the Committee of Bar Examiners.



#### The exam will be held at the following locations:

Chula Vista • Greater San Francisco Area • Los Angeles • Oakland • Ontario • Orange •  
Sacramento • San Diego • Solano County

### DUTIES AND RESPONSIBILITIES

- ✓ Assist with set-up of test materials prior to the beginning of the exam sessions.
- ✓ Verify applicant admittance documentation before directing applicants to assigned seating.
- ✓ Enforce exam 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 exam materials at all times.
- ✓ Distribute, collect, and account for exam materials over the course of at least three consecutive days.
- ✓ Complete various exam forms.
- ✓ Monitor applicants during the exam to ensure applicants are not accessing unauthorized assistance, e.g., cheating.
- ✓ Monitor and enforce compliance with exam regulations regarding the use of cell phones and electronic devices by conducting regular checks to ensure that both proctors and applicants adhere to the prohibition on these devices during the exam.

### QUALIFICATIONS AND REQUIREMENTS

- ✓ Have a high school diploma or GED equivalent.
- ✓ Be at least 18 years of age and complete any necessary training prior to assignment.
- ✓ Attend assigned examination events and remain at the designated test center for the full duration of each scheduled assignment for at least three consecutive days, or until released by the designated supervisor.
- ✓ Accept and follow oral and written instructions from State Bar staff and supervising proctors.
- ✓ Have basic knowledge of vocabulary, grammar, punctuation, and arithmetic.
- ✓ Communicate effectively and courteously.
- ✓ Possess strong organizational skills and use of good judgment, and keep bar exam materials confidential.
- ✓ Be flexible to duty and assignment changes.
- ✓ Work quietly, efficiently, and professionally in and around assigned testing room(s), maintaining attentiveness while performing duties that may require extended periods of standing and walking throughout the workday.
- ✓ Stay alert and engaged for extended periods of silence.
- ✓ Be able to lift a minimum of 5 pounds to a maximum of 40 pounds, as needed.

#### TO APPLY

Please visit our website at  
[www.calbar.ca.gov/examproctors](http://www.calbar.ca.gov/examproctors)



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The State Bar  
of California