

State Bar of Nevada
Bar Exam Proctor Job Description

An exam proctor plays a key role in assisting the Admissions Department, the Board of Bar Examiners, and the Nevada Supreme Court with the process to license attorneys to practice law in Nevada.

Exam Locations:

- Las Vegas
- Reno (July only)

Job Summary:

As a Nevada bar exam proctor, your primary responsibility will be to ensure the secure and fair administration of the Nevada bar exam. This will involve supervising exam takers during the exam, monitoring the exam room for compliance with exam rules, distribution and collection of exam materials, and assisting with any issues that arise during the exam.

Key Responsibilities:

- Checking identification: Verify applicants' admittance documentation/identification before directing applicants to assigned seating.
- Enforce exam rules and policies: Enforce exam policies and procedures such as those regarding items allowed into a test center.
- Maintaining confidentiality and exam security: You will be entrusted with confidential information about exam takers and the exam materials.
- Exam distribution and collection: Distribute, collect, and account for exam materials over the course of at least three consecutive days of testing.
- Supervising the exam: Monitor exam takers during the exam to ensure they are not cheating, communicating with others, or engaging in other prohibited activities.
- Handling issues: If any issues arise during the exam, such as a technical problem with the exam software or a medical emergency, you will need to handle the situation promptly and professionally.

Qualifications:

****Any person who is a law clerk, law student, paralegal, or admitted as an attorney in any jurisdiction cannot proctor any exam given by the State Bar of Nevada.**

- Be a high school graduate, at least 18 years of age, and complete any necessary training prior to assignment.
- Attend assigned exam events and remain at the test center for up to 10-12 hours per day or until dismissed for at least three consecutive days.
- Accept and follow oral and written instructions from State Bar staff.
- Strong communication skills and be able to communicate effectively and courteously with exam takers, other proctors, and exam administrators.
- High level of attention to detail to ensure that exam procedures are followed correctly and that exam takers are not cheating.

- 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.
- Stay alert and engaged for extended periods of silence.
- Be available to work on the dates of the bar exam and be able to arrive at the exam site early in the morning.
- Prior experience proctoring exams or other standardized tests is preferred.

Compensation:

- \$100/day; at least three days of work.

If you meet the qualifications and are interested in applying to be a Nevada bar exam proctor, email Assistant Director of Admissions, Dean Fernandez, at deanf@nvbar.org.