

## **TABLE PROCTOR DUTIES AND RESPONSIBILITIES**

### **Qualified table proctors will:**

1. Administer the Maryland Bar Exam to 40 applicants over the course of two (2) consecutive days, which are always the last Tuesday and Wednesday in February and July. Test days for the General Bar Exam run from approximately 7:00am to 5:30pm.  
  
The Maryland Out-of-State Attorney's exam lasts one (1) day from 7:30am to 12:30pm and is always held on the Tuesday of the General Bar Exam.
2. Assist with set-up of test materials prior to the beginning of the exam session
3. Direct applicants to assigned seats and enforce exam rules regarding items brought into exam and kept at tables (must ensure cell phones are off and not at tables with applicants)
4. Distribute test materials as instructed by exam Site Director or exam announcer.
5. Verify identification of assigned candidates and collect documents from candidates such as attendance slips, liability releases, and name verification forms.
6. Monitor candidates during exam to deter cheating.
7. Collect and account for all test materials at end of each test session as instructed by Site Director or exam announcer
8. Work quietly without unnecessary disruptions to test takers yet must be highly attentive to applicant behavior and applicant needs.

## **TABLE PROCTOR QUALIFICATIONS AND REQUIREMENTS**

### **Qualified Table Proctors will:**

1. Attend all examination events on time and stay until dismissed by Site Director.
2. Be a high school graduate (prefer college graduate/coursework) and at least 21 years old.
3. Be competent to read, write and count materials printed in English.
4. Be able to accept instruction/correction from supervising proctors and Site Director.
5. Be able to communicate effectively and in a courteous manner to applicants who are under high stress.
6. Possess strong organizational skills and use good judgment.
7. Be detail-oriented and able to follow instructions without error.
8. Be able to give assistance to applicants with minimal interruption.
9. Be able to stay focused during long periods of silence without distracting applicants.
10. Be in good health. Must be able to stand/walk for most of the testing days and able to lift a 25 pound box of test materials.
11. NOT BE related by blood or marriage to anyone taking the exam.
12. Not have a criminal record or any outstanding tax obligations to the state of Maryland.