



**Job Title:** Test Security Manager for Remotely Proctored Testing

**Location:** Remote (In-person for required company events)

**Reports To:** VP of Operations

**Position Status:** Exempt

### **Responsibilities**

- Oversee the proctoring process for remotely proctored tests, including: assessing risks, managing review and scheduling of contractors, void validation, and test closeout.
- Participate in security investigations related to remotely proctored tests.
- Maintain comprehensive documentation and data for remotely proctored testing and review/finalization of all tests.
- Manage a team of employees and contractors for supporting the administration and review of all exams.
- Oversee communication of score release status with remotely proctored testers.
- Define process and communicate technical needs for remotely proctored test administration and security review processes.
- Oversee appeals of void decisions for remotely proctored tests.
- Other duties as required, including customer support for test days and score release days.

### **Requirements**

- Experience managing projects and people
- Analytical mindset with strong data management skills and affinity for technology
- Strong database and spreadsheet skills required with data analysis experience preferred
- Excellent attention to detail and proven record of quality decision making
- Experience with standardized testing and/or investigation is preferred
- Demonstrates CLT Core Values: Passionate, Humane, and Anchored
- Bachelor's degree or equivalent