

Job Description—Coordinator of Proficiency Exams

1. Regular Proficiency Exams, four times a year.

Proficiency exams for Math 220, 225, 231, 234, 241, 285, 286, and 415 are offered on the first Saturdays of the Fall and Spring semesters, on the seventh Saturday of the Fall semester, and on the first Saturday of the Summer II term. Graduate students are paid to help proctor and grade the exams. The faculty coordinator must find graders for the exams, approve the grading done by graduate students, and get the results to the Undergraduate Office within a week after the exams.

2. New Student Week Math 220 exam, once a year.

A special computer-based multiple choice Math 220 proficiency exam is given just before the Fall term to entering students only. Again, graduate students are paid to assist in proctoring the exam. The faculty coordinator should see to it that someone gets the computer answer sheets to the Armory (Colleen Lambert, 247 Armory, 244-2829, clambert@illinois.edu) for grading. The results are then returned to the Undergraduate Office promptly.

3. Proficiency Exam Maintenance.

Electronic and paper copies of current proficiency exams and solutions are maintained in the Undergraduate office. If the faculty coordinator makes any changes to the current exams, an updated copy must be sent to Liz Vonk in the Undergraduate office.

4. Student consultations.

Questions regarding student eligibility, exam registration, or the results of the proficiency exams should be directed to Liz Vonk in the Undergraduate office (313 Altgeld Hall, 244-7310, airelan2@illinois.edu) If there is a dispute regarding the grading of the exam, the Undergraduate Director will review the exam.