



Job Overview: Building Performance Institute Test Proctor

As a Building Performance Institute (BPI) Test Proctor, your primary responsibility is to administer and oversee examinations for individuals seeking BPI certifications. BPI certifications are widely recognized credentials that demonstrate proficiency in building performance assessments, energy efficiency, and home performance improvement techniques. In this role, you will play a crucial part in ensuring the integrity and accuracy of the certification process.

Your key responsibilities as a BPI Test Proctor may include:

1. **Exam Administration:** You will be responsible for organizing and facilitating BPI certification exams at designated testing locations. This involves setting up the exam room, checking identification, explaining the rules and procedures to candidates, distributing exam materials, and monitoring the testing process to ensure compliance with BPI guidelines.
2. **Test Security and Integrity:** It is vital to maintain the security and confidentiality of BPI exams. You will be responsible for enforcing strict protocols to prevent cheating, unauthorized access to exam content, and any other forms of misconduct during the testing sessions. This may involve implementing identity verification measures, proctoring the exam room, and promptly addressing any irregularities that may arise.
3. **Procedural Compliance:** As a BPI Test Proctor, you must have a comprehensive understanding of BPI's exam administration policies and procedures. You will ensure that all testing protocols and guidelines are followed accurately and consistently, as outlined by BPI. This includes adhering to specified time limits, managing accommodations for candidates with special needs, and reporting any incidents or concerns to BPI as required.
4. **Candidate Support:** While maintaining the integrity of the examination process, you will also be responsible for providing a supportive and professional environment for candidates. This includes addressing any questions or concerns they may have regarding the exam, clarifying instructions, and offering general assistance when necessary.
5. **Documentation and Reporting:** Accurate record-keeping is essential in this role. You will be responsible for maintaining comprehensive records of exam administration, candidate information, and any incidents that occur during the testing process. You may also be required to generate reports, share statistical data, and collaborate with BPI staff to analyze testing trends and outcomes.
6. **Professional Development:** Staying up to date with BPI guidelines, procedures, and industry trends is crucial. As a BPI Test Proctor, you will engage in ongoing professional development activities to ensure your knowledge and skills are current. This may involve attending training sessions, participating in meetings or webinars, and taking part in periodic reassessments to maintain your qualification as a BPI Test Proctor.

Required Qualifications and Skills:

- Solid understanding of BPI certification programs, procedures, and policies.
- Excellent organizational skills and attention to detail.
- Strong interpersonal and communication skills to effectively interact with candidates.
- Ability to enforce testing policies and maintain a secure testing environment.
- Proficiency in administering computer-based exams and utilizing testing software.
- Ethical conduct and a commitment to maintaining the integrity of the certification process.
- Flexibility and adaptability to accommodate various testing schedules and locations.
- Familiarity with energy efficiency and building performance concepts is advantageous.

As a BPI Test Proctor, you will play a vital role in upholding the credibility and quality of BPI certifications. Your dedication to maintaining a fair and secure testing environment will contribute to the ongoing professional development of individuals in the building performance industry, ensuring that they possess the necessary skills to improve energy efficiency and promote sustainable practices.