

## **Job Description—Coordinator of Proficiency Exams**

### **1. Regular Proficiency Exams, five times a year.**

Proficiency exams in nearly all undergraduate Mathematics courses are offered on the first and seventh Saturdays in the Fall and Spring semesters, and on the first Saturday of the Summer II term. Graduate students are paid to proctor the exams and grade the calculus and other 100, 200, and most 300-level exams. The faculty coordinator must find faculty graders for the 400-level exams, approve the grading done by graduate students, and get the results to the Undergraduate Office within a week or so after the exams.

### **2. New Student Week Math 220 exam, twice a year.**

A special computer-based multiple choice Math 220 proficiency exam is given just before the Fall and Spring terms to entering students only. Again, graduate students are paid to proctor the exam, but the faculty coordinator should see to it that someone gets the computer answer sheets to the Armory (Chris Migotsky, 247 Armory, 3-3490) for grading and the results are then returned to the Undergraduate Office promptly.

### **3. Proficiency Exam Maintenance.**

Three large cardboard boxes contain copies of current proficiency exams and handwritten solutions for most. Cherri Davison maintains the TeX files for the exams in the main office. During 2004-2005 several misprints and coverage errors were found in the regular exams, and the faculty coordinator had to make appropriate changes in the exams. During 2008-2009 the faculty coordinator made appropriate changes in the Math 415 proficiency exam to incorporate the new revised syllabus. In 2005 the Undergraduate Affairs Committee felt that the special Math 220 exam may need to be changed because its importance may increase.

### **4. Student consultations.**

Sometimes students considering taking proficiency exams have questions which need a response from a faculty person, and Cherri sends those students to the faculty coordinator. Sometimes students want to see their graded exams or question the grading, and the faculty coordinator has to handle such inquiries.