

POSITION

Exam Administration Subcommittee member

POSITION FUNCTION/OVERVIEW:

The Exam Administration Subcommittee is part of the Certification Committee. This group maintains all aspects of the exam once a potential examinee completes the eligibility phase. The exam committee issues exam vouchers, facilitates the scoring of the written portion of the exam, monitors exams through the testing vendor's online system, and notifies examinees of their exam results.

RESPONSIBILITIES:

Exam Administration Subcommittee members serve in one of two capacities. The **Exam Reviewers** score the written portion of the exam, attend trainings and debriefing meetings as required, and aid in maintaining the confidentiality of candidate information and exam materials. The **Exam Administration Assistants** check exam status in the testing vendor's online system, aid in maintaining the confidentiality of candidate information and exam materials, prepare essay responses to distribute to the exam reviewers, compile essay scores, and report essay results to the Exam Administration Chair.

QUALIFICATIONS:

- Grant Professional Certified (GPC) credential
- Attention to detail
- Ability to work as part of a team
- Ability to understand and comply with ethical standards and confidentiality requirements
- Must not have participated in Exam Development Activities

TIME COMMITMENT:

- The estimated time commitment is 5 hours per month.
- Committee members **must** serve on the committee for at least one year to ensure compliance with accreditation.

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