

Volunteer Proctor Program in the Office of Accessibility

Volunteer proctors serve as readers and scribes for students who have requested to utilize a reader and/or scribe for their accommodated exam. Volunteer proctors serving as readers will read the exact words written on an exam to a student who has requested a reader for their exam. When serving as a scribe, volunteer proctors will write exactly what a student who has requested a scribe for their exam dictates to them. Volunteer proctors **do not** provide any additional supports or assistance to students registered with the Office of Accessibility.

Who can be a volunteer proctor?

Current students at The University of Akron who:

- Are a member of a sorority or fraternity
- Have a class standing of a sophomore, junior, or senior
- Have a cumulative GPA of at least 2.7
- Have the ability to read aloud clearly, and for long periods of time
- Have the ability to write legibly and quickly
- Have availability in blocks of at least 2 hours for test proctoring (Monday-Friday 8 to 5)
- Are able to be punctual, flexible, and maintain great attendance
- Are able to maintain high levels of confidentiality
- Are able to read and speak test questions written in English in a way the average person is able to understand them

How do you sign up to be a volunteer proctor?

Interested students need to:

- Complete a Volunteer Proctor Sign-up Form by 2/2/20 11:55 p.m.
- Drop it off, Simmons Hall 105, or email it with your course schedule to the Volunteer Proctor Supervisor: Ashley Haas, ahaas@uakron.edu
- Attend a two-hour volunteer proctor training session.

Expectations:

- The Office of Accessibility will implement a zero-tolerance policy for all proctors for tardiness and unexcused absences.

- If a student proctor has been assigned an exam and will be unable to report to the exam, it is that proctor's responsibility to find a replacement proctor AND communicate with their supervisor regarding who will be proctoring the exam.
- Proctors MUST arrive to their assigned exams 10 minutes prior to the start time of that exam and stay 10 minutes after the end of the exam.
- Proctors are to NEVER proctor an exam for a course they are currently enrolled in, OR a course they anticipate enrolling in for future semesters.
- Proctors are expected to ALWAYS maintain extremely high levels of confidentiality. Failure to do so will result in immediate removal from proctor responsibilities.
 - All proctors will be required to sign a statement of confidentiality for *every* semester they intend to proctor

Office of Accessibility Volunteer Proctor Form

Please fill out this form in its entirety, and submit your **HANDWRITTEN** form to the Office of Accessibility by dropping it off in Simmons Hall 105, or submitting it to Ashley Haas at ahaas@uakron.edu by February 2, 2020 at 11:55 p.m.

Those who submit incomplete forms will not be invited to training.

Name: _____

UA Email: _____ **Phone Number:** _____

Current Date: _____ **Birth Date:** _____

Local Address: _____

Student ID#: _____ **Major/Program:** _____

Undergraduate/Graduate: _____ **Expected Graduation Date:** _____

Current Class Standing: _____ **Greek Affiliation:** _____

Cumulative GPA: _____ **Semester Available:** _____

As proctors will be assigned to read word-for-word exams for students with this accommodation who may not receive the written material otherwise, an individual must be able to read and speak test questions written in English in a way the average person is able to understand them.

Please describe your ability to read English aloud (circle one):

Basic Intermediate Fluent

Do you have any language proficiencies in addition to English?

To my knowledge, the information I have provided on this form is up-to-date and accurate. I have thoroughly read the volunteer description, understand the requirements and expectations of this position, and believe I will be able to fulfill these requirements and expectations in a satisfactory manner. By signing this form I give the Office of Accessibility permission to verify any of the information I have provided.

Signature: _____

Date: _____