**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 9/6/19 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 volunteer proctor training session on 9/20/19 from 10 a.m. to 12 p.m.

**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 September 6, 2019 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: ________________