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.
  o 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: ________________