

## Hiring and Payment Procedures

If you have not worked for the University before, please complete the Employment Packet, available in Disability Resources. This includes:

- A student information sheet
- An I-9 employment eligibility verification form
- A Federal W-4 form
- A State W-4 form
- A copy of two forms of official identification (e.g., passport or driver's license *and* your social security card). This identification will need to be brought into Cornerstone, or be a **certified** copy.
- If you are a returning employee, check with Disability Resources to be sure your information is current so you will get paid.
- If you proctor during subsequent semesters, you only need to submit a new student information sheet. All employment forms must be on file before you can receive your paycheck.

### How you will be Paid

Complete a timesheet in Disability Resources every time you proctor an exam. Accurately record the number of hours for which you served as a proctor. This time includes time spent picking up/returning exams. Your paycheck directly depends on these timesheets, so you must complete both to get paid.

We prefer you to be paid using Direct Deposit, although you can choose to receive a paper check also. If you choose not to enroll in Direct Deposit, you can pick your paycheck up from the Cornerstone front desk. If you already work for the University, your reimbursement for proctoring will be included on that check.

The current pay rate for Proctors is \$7.00 an hour.



Visit our office or website, or contact us  
If you have questions



Sarah Scott, Disability Resource Coordinator

**Phone (Voice/TTY): 314/ 935-4062**

**Fax: 314/ 935-7559**

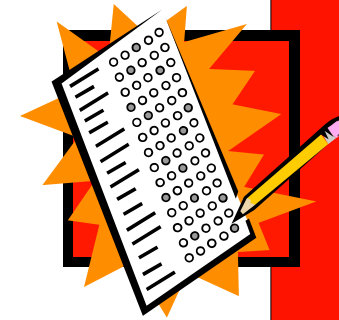
**E-mail: [Sarah\\_Scott@wustl.edu](mailto:Sarah_Scott@wustl.edu)**

**Website: <http://disability.wustl.edu>**

Located in Cornerstone  
Gregg Hall on the South 40

## GUIDE FOR PROCTORS

Earn money by  
proctoring an exam  
while studying for  
your own classes!



## DISABILITY RESOURCES



Washington  
University in St. Louis

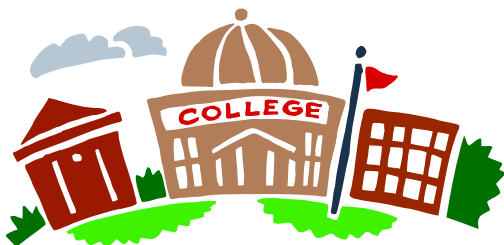
## The Role of the Proctor

Students with disabilities may, if eligible, take examinations and quizzes in rooms with minimal distractions or with extended time. Professors may prefer that Disability Resources oversee these exams. Therefore, Disability Resources seeks students of the highest integrity who are available to proctor exams for the University.

The job of a proctor is to ensure that exams are taken under proper conditions, consistent with the expectations of the professor and Disability Resources. This means that proctors stay in the testing room with students and make certain that:

- Time limits are strictly enforced
- Exam instructions are strictly followed
- Behavior of the student is strictly monitored

Proctors are free to study, complete homework, and read during the exam as long as proctoring procedures are maintained at all times.



## Proctoring Procedures

### How You Can Become a Proctor

- Tell Sarah in Disability Resources you are interested, when you are available, and when you can complete paperwork.
- You will be notified as early as possible to determine your availability for specific dates.
- The date, time, location, exam length, and students' name will be sent by email to you.
- Confirm receipt of the e-mail and your availability.

### How to Get the Exam

- Exams will be either in the Disability Resources' office or with the professor.
- You may need to pick up and deliver the exam from either place and meet students at test sites.
- Security and confidentiality of the exam during transport must be maintained at all times.

### Proctoring Rules

- Exam times must be strictly enforced; students cannot extend them.
- If a student arrives late to the exam, no time extension may be made.
- If a student doesn't appear, wait 15 minutes, and then contact Sarah in Disability Resources.
- Do not answer students' questions about exams. Contact Disability Resources.
- Students cannot use exam aids unless specified by Disability Resources.
- All backpacks, books, cell phones, etc must be removed from the student before exam begins.

## Tips for Proctors

- If you have any doubt about the identity of the student, ask for their ID or contact Disability Resources.
- If you have any doubt about location, times, or exam pickup, contact the office promptly.
- Arrive 10 minutes before exams so there is no concern regarding your attendance.
- If a building or room is locked, contact Disability Resources. If after 5pm you may contact Campus Police or find another nearby empty room.
- Use good judgment in all circumstances.
- If you notice or suspect improper behavior from the student, do not confront the student.
  1. Write down the time, the student's name, identify the improper behavior and any other details you feel may be important
  2. Report your observations to Disability Resources immediately after the exam
  3. You may be asked to speak with University administrators or appear before an academic integrity committee if an infraction is being investigated.
- Document time used by student, from start to stop. Email this to the Coordinator.

If you have any questions, please do not hesitate to contact the Disability Resource Coordinator at 935-4062 or by email at [Sarah\\_Scott@wustl.edu](mailto:Sarah_Scott@wustl.edu). We value the work you do on behalf of the University, and thanks for providing this valuable service!