

Microbiology & Cell Science Proctoring

1-How will I be notified of an opportunity to proctor?

Answer: Each proctor will receive an email 7 days before the proctoring event with notification of a proctoring request. The proctor must respond to the email within 24 hr to either accept or decline the request. If no reply is received, the default assumption is that the proctor declines the request.

2-What should I do after I accept an invitation to proctor?

Answer: The instructor will be automatically notified of your acceptance to proctor. The invitation email will contain the time and location of the exam, as well as instructor contact information. Please contact the instructor regarding any questions regarding special circumstances. Otherwise, just show up on time at the exam location.

3-How do I get to the exam site?

Answer: You should make your own arrangements to meet the instructor at the exam location. Check out the bus schedules, walk, or ride your bike. If you think that arriving on time may be problematic, be sure to let the instructor know ahead of time.

4-What happens if I have a conflict and need to decline the proctor invitation?

Answer: At the beginning of the semester, you will have an opportunity to provide us with “Black Dates” that you cannot serve as a proctor. However, if you must decline an email invitation (7 day notice), you must wait until the entire list has been given an opportunity and your name comes up again on the next round.

5-How much will I be paid, and how do I enter my time?

Answer:

1-You will be paid \$12.00 for an exam lasting one period (50 min) and \$18.00 for an exam lasting 2 periods (100 min).

2-Fill out the Proctoring Service Verification Form and bring it to the exam. The instructor will sign this form to verify your service.

3-You must then bring the signed form to Mary Ann Soncrant in the main Microbiology & Cell Science office for entry into the payroll system.

6-What do I need to bring when I sign up for payroll? (see Mary Ann Soncrant in Micro office)

Answer:

1-Social Security card (or a clear photocopy).

2-A void check (with your name and address printed), or a letter from your bank or credit union authorizing direct deposit.

3-Photo identification (any one of the following: driver’s license, passport or state photo ID card)