

### July Exams - Proctor Hire Form

#### CONTACT INFORMATION

Name (First and Last)		Company	
Address		City	Province/State
Postal/Zip Code	Email	Phone Number	Extension

#### EXAM TIME

**NOTE:** ASO/CDS exams are usually three hours in length. The normal start time for an AM exam is 9:00am and the PM start time is 1:00pm. If your working hours do not coincide the start time can vary within an hour either way. Please indicate the start time of the examinations below:

AM Start Time: \_\_\_\_\_ PM Start Time: \_\_\_\_\_

#### LOCATION OF EXAMS (please indicate if same as above)

Company/Organization		Address	
ROOM NUMBER	City	Province/State	Postal/Zip Code

#### SPECIAL INSTRUCTIONS:

#### COMPENSATION

**NOTE:** Normal compensation for the responsibility of proctoring is as follows: \$40.00 for 1-5 students per half day and \$2.00 for each additional student up to a maximum of \$60.00 per half day. If your fee rates differ from what is proposed above please let us know here:

Proctoring Amount: \_\_\_\_\_

\_\_\_\_\_ I am willing to undertake the supervision of the forthcoming examinations

X \_\_\_\_\_  
Signature (print this form, sign and email file to [aso.exams@queensu.ca](mailto:aso.exams@queensu.ca) )

\_\_\_\_\_  
Date (dd/mm/yyyy)