

APPLICATION PROCEDURE

1. Complete this application form and return to the Jennifer Keeping AccessAbility Centre.
2. Once this is completed all pertinent information is entered into the Jennifer Keeping AccessAbility Centre database.
3. You will be contacted if there is a match between your qualifications and a student's request.
4. Once a match is made the proctor then signs a confidentiality agreement with the Jennifer Keeping AccessAbility Centre.

Please Note:

When a request for Proctor is made, the database is checked, which consists of applicants who have applied at the beginning of the academic year to see if there is a match. If we cannot find a match, an advertisement will be placed with the department concerned.

CONFIDENTIALITY AGREEMENT

I hereby agree and solemnly undertake that, because my role as an employee of the Jennifer Keeping AccessAbility Centre of the Cape Breton University involves information of highly sensitive, private and confidential nature, I will hold in strict confidence and will not disclose any such information to any person at any time, other than with the Manager of Accessible Learning & Student Transition because to do so would undermine the integrity of the centre as well as the privacy of the students utilizing the AccessAbility Program.

I further confirm, agree and undertake that I will not repeat or distribute information received by me, either verbally, in written or electronic form, in connection with my said role as an employee of the Jennifer Keeping AccessAbility Centre and I will ensure that any such information, including the personal information of the students utilizing the Centre, is to be held in strict confidence and is thereby disclosed to no one at any time.

Date: _____

Signature: _____

JENNIFER
KEEPING
ACCESSABILITY
CENTRE

Proctor Application

JENNIFER
KEEPING
ACCESSABILITY
CENTRE

1256 Grand Lake Road
Sydney, NS B1P 6L2
P.O. Box 5300

Phone: (902) 563-1208

Fax: (902) 563-1216

E-mail: jkac_user@cbu.ca

CAPE BRETON
UNIVERSITY

RESPONSIBILITIES

The Jennifer Keeping AccessAbility Centre is always looking for qualified students that will supervise the writing of a test or exam when the course instructors are not present. The demand for proctors will depend on students' courses each semester.

QUALIFICATIONS

Qualified proctors should meet the following requirements:

- Trustworthy
- Good communication and interpersonal skills.
- Patience
- Honest

RATE OF PAY

Proctors are paid \$12 an hour

APPLICATION FORM

Name: _____

Student ID #: _____ SIN#: _____

Address: _____

City/Town: _____ Postal Code: _____

Tel #: (home) _____ (cell) _____

Email: _____

Major: _____

Briefly explain why you would be a good proctor.

Authorization: I hereby give the Jennifer Keeping AccessAbility Centre permission to confirm my grades.

Signature: _____