

Accommodations

TIME	Usually 1.5 or double time
QUIET	No distractions
SCRIBE	Responses recorded exactly as dictated <ul style="list-style-type: none">* Dragon Naturally Speaking* Sign your name, scribe, and date.
READER	Questions and possibly responses read aloud <ul style="list-style-type: none">* Kurzweil* TextAloud* Premier Assistive Technology
SPELLING	Spell check
EDITING	Grammar check
SCANTRON	Scantron sheet is marked for the student after test is completed.



Test Monitor Accommodations Handbook



Paul Smith's College
Center for Accommodative Services

JWAL 209

Required Paperwork

- ✿ Work-Study Authorization
- ✿ Confidentiality Agreement

Policies

It is very important that if you sign up that you show up. Two No Call/No Show absences will lead to loss of test monitor position. Please take your job seriously.

If you committed to be in the CAS to cover an exam for an hour and the student finishes early, you may sign in for the full hour's service.

When the student is going to take longer than the hour you have signed up to work, please notify the Learning Specialist before you leave.

When a student does not have time to complete the exam in one sitting, we will "cut" the exam into pages or sections and administer one section at a time only when prearranged with the professor.

Students may eat or drink during their exams as long as they arrive at the CAS with their food and do not making any noises that distract others.

Responsibilities

Check test schedule and sign up for times you are available.

Ensure test security.

Seat same-subject tests at separate tables.

Place back packs and other materials in separate space.

Remain in the testing area.

Maintain a quiet testing area.

Remind students to get set before they start their exam by using the restroom, getting a drink, etc.

Let them know you will have to record their absence and make note on their test if they must leave the room during the test.

Don't monitor a test if you have taken or will be taking the test.

Be ready to read or scribe if necessary.

Bring your own work to do unless you know that the student requires a reader or a scribe.

Put the exam into a red envelope, write the date, professor, and course on the envelope.

Return test to locked cabinet.

Record your hours each day as earned.