What is the Proctor Pool?
The Proctor Pool is a joint venture between the Office of the Dean of Students Testing Center and the Office of the Provost. The Testing Center hires and trains students to assist faculty with midterm, final, and other exams on an as-needed basis. The Testing Center oversees a software platform that facilitates the proctor request and fulfillment process. The service is provided at no cost to faculty and is paid for by the Office of the Provost.

Who are the Proctors?
Proctors are currently enrolled, full-time students at Urbana-Champaign in good academic standing. They are hired as hourly employees at the rate of $10.00 per hour.

- Graduate students who do not have an assistantship (with accompanying tuition and fee waiver) may be employed as proctors.
- Undergraduate students must be juniors with 90 or more credit hours.

Where does Proctoring take place?
Proctors are available to proctor anywhere on campus. A few of the most frequently used buildings include Foellinger Auditorium, Chemistry Annex, and David Kinley Hall.

What are the Proctor’s responsibilities?
The main priority of the proctors is to maintain the integrity of the testing environment. Other responsibilities include but are not limited to:

- Checking student ID’s if required for admission to the exam.
- Walking around the exam room and staying alert throughout the exam.
- Distributing and collecting exams or answer sheets/booklets.
- Assisting with the monitoring of examinees’ behavior during the test.
- Reporting examinee misconduct to the test administrator.

What are Faculty responsibilities?
The primary tasks for the faculty member or their designee are completing the online proctor request form and verifying proctor timesheets after the exam. Also, the following are duties expected of the faculty/designee:

- Be present throughout the entire exam (proctors are never to be left solely responsible for administering an exam).
- Email the coordinator a list of assigned proctors who did not report for work.
- Report any proctor misconduct (e.g., cell phone usage).
- Protect the identities of all proctors that report misconduct of examinees.

Who does the Proctor Pool currently serve?
- Nine Colleges
- 60 Faculty members
- 553 requests for 1,301 proctors
- Proctors provided 2,607 hours of support

For more information about utilizing the Proctor Pool:
Contact Melissa Minarik directly at mminarik@illinois.edu or (217) 244-1342 and visit odos.illinois.edu/testing-center/proctoring/pool/

Acknowledgements
"The proctors you provided were conscientious, attentive and flexible. The service you provided to our department assessment exam was excellent. Your office is both professional and accommodating—thank you!"
Timothy A Flanagin, College of Business September 7, 2011

"It was a pleasure to work with the proctors last semester. Thank you for the tremendous job you are doing training and managing the proctor pool. This is a valuable service to the university community."
Susan Curtis Mertzlufft, College of Business January 16, 2012

"The proctors were very professional and I was very pleased with them."
Dr. Mark Wolters, College of Business February 20, 2014