UIUC Proctor Pool

The Proctor Pool is a joint venture of the Office of the Provost and the Dean of Students, and is coordinated by UIUC’s Testing Center. It provides proctoring services for faculty paid for by the Provost’s office. Each semester, 50 students are hired to proctor examinations, including during finals week.

Who are the Proctors?

Proctors are hired as hourly employees, earning $10.00 per hour. They must be currently enrolled, full-time students at UIUC. Additionally:
- 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.
- Students employed with ODOS may occasionally serve as proctors.

Where Does Proctoring Take Place?

Proctors are available to monitor exams in any campus building.

Who has utilized the Proctor Pool?

In the last academic year, six colleges, over 20 departments, and more than 40 professors made use of the Proctor Pool.

Instructor Responsibilities

The primary task of the instructor is: submission of (online) proctor timesheets on the Testing Center website:
www.odos.uiuc.edu/testingcenter/

Additional instructor duties:
- Be present throughout the entire exam. (Proctors are never to be left solely responsible for administering an exam.)
- Respond to all reports of tester misconduct by proctors.
- Contact Proctor Pool coordinator to request additional information re examinee misconduct issues
- Protect the identities and anonymity of all proctors that report misconduct on the part of the testers.
- Report any proctor misconduct to Proctor Pool coordinator. (cell phone usage)
- Emailing the Proctor Pool coordinator a list of proctors who did not report for work as scheduled.

Proctor Responsibilities

The main priority: maintain the integrity of the testing environment.

Other responsibilities include:
- Checking required student IDs.
- Distributing exams, answer sheets and/or books.
- Moving around the exam room and staying alert throughout the testing time.
- Assisting with the monitoring of examinees' behavior during the test.
- Reporting examinee misconduct to the test administrator (TA, instructor, etc.)
- Collecting exams and answer sheets/ books.

How to Sign Up to Use Proctor Pool

All requests for proctors must be submitted at least 2 weeks prior to examination date.

To request proctors, use the online request form available at the Testing Center website at:
http://www.odos.uiuc.edu/testingcenter/tests/proctorPool.asp

For additional information, contact:
Melissa Minarik
Proctor Pool coordinator
mminarik@illinois.edu
Phone: 217-333-3706

Instructor praises:

“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 Flanagan, College of Business, fall 2011

“It was a pleasure to work with the proctors last semester. ...This is a valuable service to the university community.”
-Susan Curtis Mertzlufft, College of Business, spring 2012

“My class’s final exam was interrupted by a tornado warning that sent everyone running to the basement of Gregory Hall for shelter. The proctors did an excellent job helping to shepherd approximately 150 students into the basement, they were extremely helpful, and professional, and even brave today.”
-Patrick Vargas, College of Media, spring 2012