The Centre for Accessible Learning (CAL) invites currently registered graduate students to apply to assist with the administration of accommodated examinations. These examinations routinely occur primarily during midterm and final periods.

Assistants are paid an honorarium which works out to approximately $15.00 per hour ($90 per 6 hour session), and increases in the honorarium paid are offered as exam assistants accrue more time and experience in the position. As the need for assistance varies on a day-to-day basis (depending on the number of students writing exams), there are no guaranteed hours associated with these positions.

**Duties:** Exam assistants help by setting up exam rooms, ensuring that students with disabilities have access to the appropriate accommodations, distributing and collecting test materials, escorting students to and from the washroom facilities, and monitoring activities within the test rooms.

All accommodated exams conducted at the CAL are governed by University regulations and by the specific regulations of the Faculty administering the course. Exam assistants are not required to be familiar with the content areas of the exams that are being administered. Exam assistants must have very good English language skills.

**Training session:** All exam assistants must participate in a mandatory paid training session which will be scheduled within the coming weeks. Individual scheduling arrangements can be made if necessary.

**Hiring:** If you are interested in applying please complete the attached application form and submit with your resume to the Centre for Accessible Learning by **January 20, 2020**. Applications can be dropped off at the CAL (1250 MBC) or submitted electronically via the email address or fax number listed below. As assistants will be required during the current midterm exam period and during finals, we encourage interested applicants to apply as soon as possible.

**Please direct inquiries and applications to:**

Niloo far Aslaminejad  
Disability Services Officer, Centre for Accessible Learning  
(phone) 778-782-5346 | (fax) 778-782-4384 | (email) naa20@sfu.ca
CAL Exam Assistant Application Form

Please attach a current resumé to this application and submit to the CAL Office.

Information:

Name: __________________________________________________________

First Name       Last Name

Student #: _________________________   SFU Email: ______________________

Address: _________________________________________________________

City: ______________________________   Postal Code: ______________________

Tel: (          ) ________________________  Cell: (          ) __________________

Do you have a valid Social Insurance Number (SIN)?   □ Yes   □ No

If no, please provide proof that you are legally eligible to work on campus.

Are you currently on SFU payroll?   □ Yes   □ No

Relevant Experience:

Experience working with persons with disabilities   □ Yes   □ No

Technical/Computer skills   □ High   □ Avg.   □ Low   □ None

Did you complete your undergraduate degree at SFU?   □ Yes   □ No

Experience assisting with post-secondary exams   □ Yes   □ No

Current program of study: _____________________________   □ Masters   □ PhD

Expected graduation date: ____________________________

CGPA:   □<2.0   □2.0-2.5   □2.5-3.0   □ 3.0-3.5   □>3.5
Please indicate the times you are available:

Midterm Period (8:30 a.m. – 10:00 p.m. Mon. – Fri.):

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Final Exam Period (8:00 a.m. – 10:00 p.m. Mon. – Sun.):

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<th>Sunday</th>
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Please indicate the SFU campuses that you are available to work at:

- □ Burnaby
- □ Surrey
- □ Vancouver

_____________________________________  ______________________________
Signature       Date

Please direct inquiries and applications to:

Niloofar Aslaminejad  
Disability Services Officer, Centre for Accessible Learning  
(phone) 778-782-5346 | (fax) 778-782-4384 | (email) naa20@sfu.ca