

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 throughout the semester, primarily during midterm and final exam periods.

Assistants are paid \$19.00 per hour, and increases in pay rate 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. Applications can be dropped off at the CAL (MBC 1250) or submitted electronically via the email address or fax number listed below. As assistants will be required during the upcoming midterm exam period and during finals, we encourage interested applicants to apply as soon as possible.

Please direct inquiries and applications to:

Niloofer Aslaminejad

Disability Services Officer, Centre for Accessible Learning

(phone) 778-782-5346 | (fax) 778-782-4384 | (email) calexams@sfu.ca