**Proctor Information**

Proctoring is a simple way to make extra money. It is not a full time job and does not have regular part time hours. The job pays $10.00 per hour.

Exam time slots are usually two hours long. You are expected to be there 15 minutes early, and stay 15 minutes after the exam. Most contact is done through email. However, time sheets must be delivered to Stewart Center.

Applications are available by contacting [proctorpool@purdue.edu](mailto:proctorpool@purdue.edu). If you qualify, you will receive an e-mail with the hiring packet attached. Read the information in the packet, fill out the hire form and bring it to IDP in Stewart Center G-39. You will pick up yellow time cards and a proctor badge. Our business office will contact you, if there are any issues.

Proctors are an essential service to instructors. We look forward to hearing from you.