

# LMC Math Testing Center Application

Dear LMC Student:

Thank you for your interest in working for the LMC Math Testing Center. In order to become a proctor, you must meet the following qualifications and requirements:

1. **Maintain a GPA of at least 3.0.**
2. **Must be eligible for transfer level math.**
3. **Attend a paid proctor training workshop at the beginning of the semester.**
4. **Speak, write, and understand English fluently.**
5. **Be eligible to work on campus.**
6. **Registered in at least 6 LMC units to qualify as a student worker.**
7. **Your total workload at the LMC campus must not exceed 20 hours a week.**

If you meet the qualifications and requirements listed above, please fill out the application form and submit it to a **Math Lab Coordinator** in the **Math Lab MA1-103**. Please be sure to submit *pages 2 and 3*, and a *copy of your unofficial LMC transcript*.

Please call (925) 473-7662 ext. 37662 or email [jguerrero@losmedanos.edu](mailto:jguerrero@losmedanos.edu) or [aroeder@losmedanos.edu](mailto:aroeder@losmedanos.edu) if you have any questions!

## **LMC Math Proctors must:**

- **Maintain the academic integrity of the materials you will be accessing.**
- **Obey all District, LMC, Math Department, and Testing Center rules and policies.**
- **Enforce policies of the Testing Center and Quiet Lab.**
- **Be polite and courteous to students and Instructors.**
- **Be Punctual!**
- **Alphabetize and keep files organized and up to date.**
- **Retrieve necessary quizzes and/or tests for students and instructors.**
- **Proctor student quizzes and tests to eliminate cheating.**
- **Score quizzes and record results appropriately.**
- **Inform students of their results (no tutoring is to be done in the Testing Center).**
- **Collect student belongings before quiz/test, and return them after.**

# LMC Math Testing Center Application for Employment

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
*Last First*

Address \_\_\_\_\_  
*Street # & Street Apt# City Zip Code*

Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

Fluency in Foreign Language(s) \_\_\_\_\_

1. Do you qualify for Federal Works Study? Yes\_\_\_\_\_ No\_\_\_\_\_ I don't know\_\_\_\_\_

2. Have you worked for LMC previously? If so, what was your job, and who was your supervisor?

3. Please list character references that we may contact. At least one should be from a previous and/or current Math instructor.

5. What experiences do you think qualify you to be a proctor at LMC?

6. Do we have permission to access student records to verify your academic eligibility?  
\_\_\_ Yes \_\_\_ No

9. Please read the clause below, and sign & date to complete the application.

*"To the best of my knowledge, the information on my application is accurate and true."*

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Math Testing Center Schedule Request Form

Please fill your schedule and times that you are unavailable. Be specific, and include classes, other work, travel time, etc. Any *blank* spaces indicate availability to work.

Name \_\_\_\_\_ How many hours would you like to work? \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					<b>Tutor's preferences for tutoring hours:</b> <input type="checkbox"/> None <input type="checkbox"/> Prefer day time <input type="checkbox"/> Prefer evening <input type="checkbox"/> Prefer Sat. hours <input type="checkbox"/> No Sat. hour <input type="checkbox"/> Other:
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					

WORK SCHEDULE: FOR OFFICE USE ONLY

Days	Time	Hours per week

TOTAL Hours/week: \_\_\_\_\_