DEPARTMENT OF RECRUITMENT AND STUDENT LIFE

SSD EXAM INVIGILATOR TIME LOG

PAGE _____ OF _____

NAME _____ DATE _____

PAY PERIOD FROM _____ TO _____

The purpose of the *SSD Exam Invigilator Time Log* is to accurately document the occurrence of exams, centralize *Exam Request* form data, and support pay information provided on your *Consolidated Time Log* and *NAIT Time Sheet*.

1. Don't combine days. Start a new *Log* daily.
2. Arrive 15 minutes before the scheduled start of your first exam.
3. This *Log* and the relevant *Exam Request* form should agree as to each exam's Actual Start Time and Actual End Time.
4. **To calculate Total Exam Time**: to the next quarter-hour (i.e., .25, .5, .75, or .0), record the number of hours between the exam's Actual Start and End Times.
5. Attach all service-specific *Time Log*s to your *Consolidated Time Log* and *NAIT Time Sheet*, and submit to SSD reception on or before the last Friday of the pay period.

STUDENT INFORMATION				EXAM INFORMATION			TOTAL EXAM TIME
LAST NAME	**FIRST NAME**	**ID#**	**COURSE CODE**	**SCHEDULED START TIME**	**ACTUAL START TIME**	**ACTUAL END TIME**	**# OF HOURS**
(e.g.) KAPUSNIAK	*SUSIE*	*2001234567*	*ASM 201*	*10:00 a.m.*	*10:10 a.m.*	*12:00 noon*	*2.00*
(e.g.) FLINTSTONE	*FRED*	*98765432*	*CON 155*	*10:00 a.m.*	*10:10 a.m.*	*10:45 a.m.*	*0.75*