



**Weston Public Schools
College Testing Proctors**

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Payment to Proctors	Revised Date:	May, 2012
Policy: Record Keeping – payments be made only to the contracting party and only for services rendered.			
The purpose of the College Testing Proctor pay procedure is to provide the guidance on how to pay proctors and the established pay rate.			
Completed By:	High School Guidance Office	Reviewed By:	High School Principal
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Business Office Bookkeeper or Payroll
Form Title:	Proctor Payments	Estimated Time Frame:	1 to 2 Weeks Depending on the Warrant Cycle

Process for Completion:

The purpose of these guidelines are to outline the proper procedure and payment limits for individuals who either oversee or proctor AP, PSAT and PLAN testing.

Method of Payment:

There are two method of payment: timesheets or voucher (accounts payable). Depending on the employee status of the employee will determine the method.

Timesheets: If an individual is active in the payroll system, a timesheet would be completed. The attached timesheet was specifically designed for this purpose to ensure the expenses are charged to the Guidance Revolving fund.

Voucher: If an individual is not an active individual in the payroll system, a voucher would be completed. If the individual has not been paid by Weston Public Schools in the recent past, a W9 form is needed as well. The attached voucher was specifically designed for this purpose to ensure the expenses are charged to the Guidance Revolving fund.

If the timesheet or voucher is not completed properly, they will be returned to the Guidance Department for correction and a delay in payment will occur. It is expected that all paperwork will be completed by the proctor and signed by the Principal. Finally, the paperwork must be done in ink with original signatures. Photocopies are not acceptable.

Amount of Payment:

The proctor rates are set and will be adhered to for all payments. They payment amounts apply to all individuals who assist the Guidance Office with this important task. They are:

Advanced Placement (AP) Pay Structure

Coordinator	\$1,200	
Proctor	\$75	Standard Test
	\$100	50% Extended Test
	\$150	100% Extended Test

PSAT and PLAN Pay Structure:

Coordinator	See Below	Number of Hours Undefined
Proctor	\$150	Standard Test
	\$253	50% Extended Test
	\$300	100% Extended Test

Administrative work, including the role of the coordinator, is paid at the employee's current rate of pay (not to exceed \$37.50/hour).

The payroll and voucher forms are attached.

For additional information, please contact:

Name:	Cynthia D. Mahr	Email:	mahrc@weston.org
Phone:	781-786-5230	Fax:	781-786-5279
External URL:	www.westonschools.org		
Weston School Committee Policy:	Payment Procedures, DK; Payroll Procedures, DKA		

Weston Public Schools
Advanced Placement (AP) Proctor Timesheet
SY' ___ - SY' ___

Week Ending Date: _____

Name: _____

Employee Number: _____

* please be advised that timesheet processing will be delayed if the information is not complete.

	Standard Test Time of Test	50% Extended Test Time of Test	100% Extended Test Time of Test
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Total Sessions:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proctor Pay Per Session:	\$ 75	\$ 100	\$ 150
Total Pay Per Session Type:	_____	_____	_____

Total Payment Due Employee: \$ _____ **Acct: 246-183**

Employee Signature

Building Principal's Signature

Date Submitted

Asst. Supt. for Finance and Operation's Approval

All timesheets must be completed in pen and have original signatures.

Weston Public Schools
Advanced Placement (AP) Proctor Voucher
SY' ___ - SY' ___

Name: _____

Vendor Code: _____

*If the individual has not been paid by WPS previously, a completed W9 form will be required.

	Standard Test Time of Test	50% Extended Test Time of Test	100% Extended Test Time of Test
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Total Sessions:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proctor Pay Per Session:	\$ 75	\$100	\$150
Total Pay Per Session Type:	_____	_____	_____

Total Payment Due Employee: \$ _____

Acct: 246-183

Proctor Signature

Building Principal's Signature

Date Submitted

Asst. Supt. for Finance and Operation's Approval

All vouchers must be completed in pen and have original signatures.

Weston Public Schools
Advanced Placement (AP) Coordinator Timesheet
SY' ___ - SY' ___

Week Ending Date: _____

Name: _____

Employee Number: _____

* please be advised that timesheet processing will be delayed if the information is not complete.

Start Date: _____

End Date: _____

Number of Tests Administered: _____

AP Coordinator Pay

\$1,200

Acct: 246-183

Employee Signature

Building Principal's Signature

Date Submitted

Asst. Supt. for Finance and Operation's Approval

All timesheets must be completed in pen and have original signatures.

Weston Public Schools
PSAT and PLAN Proctor Voucher
SY' ___ - SY' ___

Week Ending Date: _____

Name: _____

Vendor Number: _____

* please be advised that timesheet processing will be delayed if the information is not complete.

	Standard Test Time of Test	50% Extended Test Time of Test	100% Extended Test Time of Test
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Total Sessions:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proctor Pay Per Session:	\$ 150	\$ 253	\$ 300
Total Pay Per Session Type:	_____	_____	_____

Total Payment Due Employee: \$ _____ **Acct: 246-183**

Employee Signature

Building Principal's Signature

Date Submitted

Asst. Supt. for Finance and Operation's Approval

All timesheets must be completed in pen and have original signatures.

Weston Public Schools
PSAT and PLAN Proctor Timesheet
SY' ___ - SY' ___

Week Ending Date: _____

Name: _____

Employee Number: _____

* please be advised that timesheet processing will be delayed if the information is not complete.

	Standard Test Time of Test	50% Extended Test Time of Test	100% Extended Test Time of Test
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Date: _____			
Total Sessions:	□	□	□
Proctor Pay Per Session:	\$ 150	\$ 253	\$ 300
Total Pay Per Session Type:	_____	_____	_____

Total Payment Due Employee: \$ _____ **Acct: 246-183**

Employee Signature

Building Principal's Signature

Date Submitted

Asst. Supt. for Finance and Operation's Approval

All timesheets must be completed in pen and have original signatures.