



Call for proctors for CMS end of year testing

Schools across Charlotte are looking for volunteers to serve as proctors during end-of-grade and end-of-course exams this month and early next month.

North Carolina requires proctors be present during the year-end exams in elementary, middle and high schools. **Testing will start on Wednesday, May 25 and run through the first week in June.**

Volunteers help hand out scrap paper, calculators and walk around the classroom during the test to make sure testing procedures are followed properly.

- If you're interested in serving as a proctor and you are not already a registered CMS volunteer, please register at www.cmsvolunteers.com and select the school of your choice.
- If you are already a registered CMS volunteer, please visit www.cmsvolunteers.com and log in to your account.
- Please be sure to review, update and edit any necessary information (i.e. contact information, preferred schools, etc.), and **click submit** at the bottom of the page.
- If you do not need to make any changes, simply **click submit** at the bottom of the page.
- **If you have forgotten your password or login**, you may retrieve this information by clicking "forgot password" in the volunteer login page. If you no longer have access to the email you used when registering, please email ana.brown@cms.k12.nc.us your full name, date of birth (DOB), the last four digits of your Social Security Number and a preferred email address.

PARTICIPANT'S INFORMATION:

NAME: _____

PHONE: _____

EMAIL ADDRESS: _____

DATE: MAY 24 – JUNE 5 2017

****EXACT DATE AND TIMES WILL VARY BY SCHOOL****

Contact Ana Brown, *District Volunteer Coordinator* for further questions:
Office: 980-343-0474 | Cell: 704-634-7583 | ana.brown@cms.k12.nc.us