

THE SUPREME COURT *of* OHIO

OHIO BAR EXAMINATION PROCTOR INFORMATION

COMPENSATION:

- \$100 honorarium is paid to each proctor for each day of service, plus an additional \$50 for travel expenses when the exam is hosted at the Roberts Centre.
- For proctors who help with accommodated applicants at the Ohio Supreme Court or hotel, a \$150/per day honorarium is paid to each proctor, due to additional responsibilities.
- Parking and lunch are provided to the proctors at no charge.

DUTIES:

- Maintain security of exam materials and process.
- Distribute, collect, and account for examination materials.
- Observe and monitor examinees before and during the exam to prevent cheating.
- Enforce security protocols and adherence to exam rules.
- Respond to questions regarding the exam process.
- Follow and respond to directions of the exam administrator and Bar Admissions staff.

PROCTORS ALSO MUST:

- Commit to serve on both days of the exam from approximately 7 a.m. to 5:30 p.m.
- Be able to stand and walk for lengthy periods.
- Proctors for accommodated examinees may work additional days and times based upon their assigned examinee's accommodation.
- Proctors for accommodated examinees are also responsible for reading the exam instructions and starting and stopping the exam for their assigned examinees.
- Attend a mandatory new proctors orientation session that will be held prior to the exam by Zoom.
- Comply with all safety protocols and rules related to the bar exam.