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|  |  | INSTITUT  **GASTON BERGER** |

**BECOME A NOTE-TAKER**

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| **ROLE** | Note-taking assistance for a student with a disability |
| **DESCRIPTION OF ACTIVITIES** | * Take notes during classes: they must be legible with no crossing out, clear, complete and coherent. Notes can be handwritten or typed. * Number each page of the class * Photocopy or scan class notes * Deliver the class notes to the student concerned very *quickly*. * Help organise notes by subject. * Notify the student concerned in case of unavailability. * Liaise with the Student Disability Unit: inform them of any difficulties encountered and provide an assessment of the work carried out. |
| **REQUIREMENTS** | * Be a student registered at INSA * Be in the same class as the student needing the notes * Have legible handwriting * Be self-sufficient and serious |
| **CONDITIONS** | Subjects and number of hours to be defined according to each student. |
| **TERMS AND CONDITIONS OF THE CONTRACT** | **Casual administrative employment application** to be completed, with certain supporting documents: Identity card, social security certificate, student card and bank details. A charter must also be signed.  **Signed timesheet** to be sent at the end of each semester to the Student Disability Unit so that payment can be made for the hours worked.  **Duration:** The contract is entered into for the current academic year and is renewable every year. There may be an option to start in the middle of the year as required. |