



University of Alaska Southeast-Juneau
 Accounting, Business, CIOS, LAWS.
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PROCTOR INFORMATION FORM

Please print off and fax to the numbers listed above

NAME OF STUDENT: _____(please print)

Requesting proctor for following class: (circle one) ACCT BA CIOS LAWS PADM
 Semester: _____(circle one): FALL SPRING SUMMER Year:_____
 Course Number: _____ Section_____
 Course Title: _____
 Professor's Name _____

PLEASE FILL OUT THE FOLLOWING INFORMATION: (please print)

Proctor Name: _____
 Proctor Email:*required _____
 Proctor Mailing Address _____
 Proctor Phone: Day _____ Eve _____ Fax _____
 Proctor Position/Job _____

NOTE: A proctor is someone who is NOT related to the student and does not live with the student, or in the same household. If the student's community does not have a "site coordinator", (listed at www.uas.alaska.edu/distance), the local librarian, pastor, or educator will work for proctoring purposes.

As a proctor, I agree to the following:

- To treat the test material as confidential
- To follow the rules and guidelines established for the exam
- To provide a quiet, distraction-free environment for the exam
- To return all required materials in a timely manner

Proctor's Signature

Date

Please print off and fax to the numbers listed above