



Proctor Information Form "A"

A list of Pre-Approved Proctors

University of Alaska Southeast - Sitka

Tuesday, March 14, 2006

1332 Seward Ave

Sitka, AK 99835

Voice 907-747-6653

Voice 800-478-6653

Fax 907-747-7731

Fax 800-478-3552 (AK Only)

How Do I Establish a Proctor?

Complete Proctor Information Form "A" or have your prospective proctor complete Proctor Information Form "B"; then, submit the completed Proctor Information Form by fax, mail, or in person. DO NOT SUBMIT BOTH FORMS ("A" and "B").

Note: The student is responsible for selecting/choosing a proctor, submitting a Proctor Information Form to UAS - Sitka, ensuring that UAS - Sitka receives the submitted Proctor Information Form, verifying proctor availability, and scheduling exams.

Student Name:

Course(s):

<input checked="" type="checkbox"/>	Site	Proctor Name	Organization	Title	Phone
<input type="checkbox"/>	Anchorage	UAA Distance Education	UAA		907 786-6177
<input type="checkbox"/>	Bethel <i>8:00 PM to 5:00 PM</i>	Lamont, Dolly	Kuskokwim Campus	Assistant	907 543-4584
<input type="checkbox"/>	Coffman Cove	Price, Elaine	City of Coffman Cove	UAS Outreach Coordinator	907 329-2233
<input type="checkbox"/>	Craig	Fecko, Cheryl		UAS Outreach Coordinator	907 826-2274
<input type="checkbox"/>	Craig	UAS KTN ED SPT CTR-Craig	UAS Ketchikan	Title III Instructional Tech	907 826-2115
<input type="checkbox"/>	Eielson AFB	Martin, Elaine	UAF	Administrative Assistant on Staff	907 377-1396
<input type="checkbox"/>	Fairbanks <i>Please call in advance to schedule an exam time.</i>	Royce, Holly / Munro, Ashley	Interior - Alutians Campus		907 474-5207
<input type="checkbox"/>	Fairbanks	UAF Center for Dist. Ed.	UAF		907 474-5058
<input type="checkbox"/>	Haines	Bastable-Podsiki, Teri		UAS Outreach Coordinator	907 766-2825
<input type="checkbox"/>	Homer	KBC Homer	KBC/KPC/UAA	Admin – West/Proctor	907 235-7743
<input type="checkbox"/>	Homer <i>Summer Proctor Only</i>	Lewandowski, Therese	Kachemak Bay College	Admin Asst	907 235-7743
<input type="checkbox"/>	Hoonah	Williams, Carol	Hoonah City Schools	UAS Outreach Coordinator	907 945-3614
<input type="checkbox"/>	Juneau <i>Only contact Jennifer if the Juneau Testing Center is closed.</i>	Brown, Jennifer	Eagan Library	Outreach Services Librarian	907 796-6285
<input type="checkbox"/>	Juneau <i>Residents of Auke Bay, Douglas, and Juneau will be automatically assigned to this proctor.</i>	Juneau Testing Center	UAS - Juneau	Egan Library	907 796-6168
<input type="checkbox"/>	Kake	Hammond, Jodi		UAS Outreach Coordinator	907 785-3556
<input type="checkbox"/>	Ketchikan <i>Residents of Ketchikan and Ward Cove will be automatically assigned to this proctor.</i>	KTN Learning Center	UAS - Ketchikan		907 228-4560
<input type="checkbox"/>	Klawock	Carlson, Rich	Klawock City School District	UAS Outreach Coordinator	907 755-2917
<input type="checkbox"/>	Klukwan (Haines)	Hotch, Lani		UAS Outreach Coordinator	907 767-5570
<input type="checkbox"/>	Kodiak	Kodiak Testing Center	Kodiak College		907 486-1232
<input type="checkbox"/>	Metlakatla <i>If absent from work, Brett Agenbroad, Superintendent, can proctor.</i>	Leisholmn, Lucione	Annette Islands School District	Superintendent's Secretary	907 886-6332
<input type="checkbox"/>	Nome	Miller, Kacey / Cash, Brandy	UAF Northwest Campus	Administrative Generalist	907 443-8400
<input type="checkbox"/>	Palmer	MSC LRC	Matanuska-Susitna College		907 745-9706
<input type="checkbox"/>	Pelican	Mattson, Royce	Pelican School	UAS Outreach Coordinator	907 735-2236
<input type="checkbox"/>	Petersburg <i>Monday through Thursday 4-8 PM</i>	Cottrell, Mike	Petersburg Community Schools	Director	907 772-3980
<input type="checkbox"/>	Port Alexander	Garnick, Parmica		UAS Outreach Coordinator	907 568-2205
<input type="checkbox"/>	Sitka <i>Residents of Sitka will be automatically assigned to this proctor.</i>	Sitka Learning Center	UAS - Sitka		907 747-7785
<input type="checkbox"/>	Soldotna	KPC LC - Soldotna	Kenai Peninsula College	Learning Center Assistant	907 262-0327
<input type="checkbox"/>	Tenakee Springs	Strong, Arnold		UAS Outreach Coordinator	907 736-2204
<input type="checkbox"/>	Thorne Bay	Nygaard, Jim	SE Islands School District	UAS Outreach Coordinator	907 828-8254
<input type="checkbox"/>	Wrangell	Gilbert, Patty	Wrangell Public Schools	UAS Outreach Coordinator	907 874-3395
<input type="checkbox"/>	Yakutat	Valle, Gayla	Yakutat School District	UAS Outreach Coordinator	907 784-3318



Proctor Information Form "B"

For Establishing a New Proctor

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Who Can Be a Proctor?

A local UA representative (UA outreach coordinator, staff member, or faculty member). When a local UA representative is not geographically available, a local school district employee, library staff member, or clergy member may be a proctor upon approval by the Sitka Distance Education Manager.

Who Cannot Be a Proctor?

Family Members, Co-Workers, and Friends.

To All Students and Prospective Proctors

If you have any questions, please call 800-478-6653 or 907-747-6653

Student Name	<input type="text"/>	UAS - Sitka Course(s)	<input type="text"/>
Proctor Name	<input type="text"/>	Organization Name	<input type="text"/>
Position at Organization	<input type="text"/>	Relationship to Student	<input type="text"/>
Complete Address	<input type="text"/>		
Day Phone Number	<input type="text"/>	Eve Phone Number	<input type="text"/>
Secure E-Mail Address	<input type="text"/>		
Secure FAX Number	<input type="text"/>	How do you want exams sent?	<input type="checkbox"/> E-Mail <input type="checkbox"/> FAX

As a Proctor, I agree to:

Treat Exam Materials as Confidential <> Provide a Secure Fax Number and/or E-Mail Address
Provide a Quiet, Distraction Free Testing Environment <> Monitor Students During Testing
Verify Students with Valid Picture ID <> Copy, Archive, and Send Exams to Sitka Within Time Limits
Follow all Instructions Sent With Exams

As a Proctor, I certify that I am not directly related to the student or residing in the same household.

**Proctor's
Signature**

Date
