



Proctor Information Form "B"

For Establishing a New Proctor

Student Success Center
 Phone 907-747-7721
 Phone 800-478-6653
 Fax 907-747-7793
 sitka.testing@alaska.edu

How Do I Establish a Proctor?

Use Form B only if you cannot use a proctor listed on Form A. Students not living in Alaska need to submit a Proctor Form B. Students living in Alaska may submit Proctor Form B if they do not live near an established proctor or if they communicate in writing to UAS Sitka regarding special circumstances to be considered. The student is responsible for 1) proposing a suitable proctor, 2) providing this form to the proposed proctor for completion, and 3) making sure the form is received and approved by the department of Instructional Services and e-Learning before scheduling exams.

Who Can Be a Proctor?

A university or college testing center is preferred, if available. When a local university/college testing center is not available, a high school teacher or counselor, or a librarian may be used upon approval by the department of Instructional Services and e-Learning and faculty. Individuals who have had prior experience proctoring tests are preferred. Family members, coworkers, and friends may not proctor for students. Please call 1-800-478-6653 or 907-747-7721 with questions about proctor requirements.

Student Name and Student	<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"/>
Proctor's Supervisors Name and	<input type="text"/>	Proctor's Supervisors Contact number	<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"/>		

I am able to provide a distraction free testing environment and a computer for the student to use

 Yes
 No

Preferred method to receive exam materials

 E-Mail
 FAX

Proctor Agreement

Initial Here As a proctor candidate for the University of Alaska Southeast - Sitka;

_____ I certify that I am not a family member, residing in the same household, a friend or coworker, or of any other relation to the student that may pose a conflict of interest in my serving as his/her proctor.

_____ I agree to follow all institutional expectations for providing a testing environment and process with the integrity of a university level examination experience for the student.

_____ I agree to manage all UAS Sitka exam materials, correspondence and proctoring procedures to the greatest ethical standards in order to guarantee security, confidentiality, and quality of service to the student.

Proctor's Signature

Date

UAS Signature of Approval

Date