



# Proctor Information Form "A"

## A list of Pre-Approved Proctors

Voice 907-747-6653  
 Voice 800-478-6653  
 Fax 907-747-7731  
 Fax 800-478-3552 (AK Only)  
 sitka.distance@uas.alaska.edu

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.

<b>Student Name:</b>	<b>Course(s):</b>
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✓	Site	Proctor Name	Organization	Title	Phone
<input type="checkbox"/>	Anchorage	UAA Distance Education	UAA	Testing Center	907 786-4646
Residents of Anchorage will automatically be assigned to this proctor.					
<input type="checkbox"/>	Coffman Cove	Wright, Bridget	Coffman Cove Library	Librarian	907 755-4920
<input type="checkbox"/>	Cordova	Harding, Susan	PWSCC	Coordinator	907 424-7598
<input type="checkbox"/>	Craig	Fecko, Cheryl	UAS	UAS Outreach Coordinator	907 401-1195
<input type="checkbox"/>	Delta Junction	Delta Community Library	Delta Community Library	Library Clerk	907 895-4688
<input type="checkbox"/>	Dillingham	UAF - Bristol Bay Campus Dillingham	UAF - Bristol Bay Campus	Testing	907 842-8319
<input type="checkbox"/>	Eagle River	Chugiak-Eagle River	UAA Chugiak-Eagle River Campus	Test Center Admin	907 696-8378
<input type="checkbox"/>	Eielson AFB	Fritz, Moreah	Eielson AFB UA Office	Admin. Asst.	907 377-1396
<input type="checkbox"/>	Elmendorf AFB	Casanova, Alexander	Elmendorf AFB	Office Manager	907 753-0204
<input type="checkbox"/>	Fairbanks	UAF Center for Dist. Ed.	UAF	Testing Center	800 277-8060
Residents of Fairbanks will automatically be assigned to this proctor.					
<input type="checkbox"/>	Glenallen	McCarthy, Suzanne	PWSCC	Coordinator	907 822-3673
<input type="checkbox"/>	Gustavus	Martinez, Sylvia	Gustavus Public Library	Librarian	907 697-2350
<input type="checkbox"/>	Haines	Benton, Nate	UAS	UAS Outreach Coordinator	907 766-6727
<input type="checkbox"/>	Haines (Klukwan)	Hotch, Lani	UAS	UAS Outreach Coordinator	907 767-5776
<input type="checkbox"/>	Homer	KBC Homer	KBC/KPC/UAA	Proctor	907 235-7743
<input type="checkbox"/>	Hoonah	Williams, Carol	Hoonah City Schools	UAS Outreach Coordinator	907 945-3614
<input type="checkbox"/>	Juneau	Juneau Testing Center	UAS - Juneau	Egan Library	907 796-6348
Residents of Auke Bay, Douglas, and Juneau will be automatically assigned to this proctor.					
<input type="checkbox"/>	Kake	Grimes, David	Kake School District	UAS Outreach Coordinator	907 785-3741
<input type="checkbox"/>	Ketchikan	KTN Learning Center	UAS - Ketchikan	Learning Center	907 228-4560
Residents of Ketchikan and Ward Cove will be automatically assigned to this proctor.					
<input type="checkbox"/>	King Salmon	Walker, Rebecca	UAF BBC King Salmon Center	Program Delivery Specialist	907 246-4292
<input type="checkbox"/>	Klawock	Carlson, Richard	Klawock City School District	UAS Outreach Coordinator	907 755-2917
<input type="checkbox"/>	Kodiak	Kodiak Testing Center	Kodiak College	Testing Center	907 486-1232
<input type="checkbox"/>	Kotzebue	Booth-Barger, Mary	Chukchi Campus	Student Services Tech	907 442-3400
<input type="checkbox"/>	Metlakatla	Avey, Eugene	Annette Islands School District	UAS Outreach Coordinator	907 886-6332
<input type="checkbox"/>	Nome	NW Campus/Gretchen Froehle	UAF	Personnel Mgr	907 443-8400
<input type="checkbox"/>	Palmer	MSC Learning Center	Mat-Su College	Learning Center	907 745-9713
<input type="checkbox"/>	Pelican	Mattson, Royce	Pelican School	UAS Outreach Coordinator	907 735-2236
<input type="checkbox"/>	Petersburg	Etcher, Rachel	UAS Outreach Coordinator	HS Counselor	907 772-3861
<input type="checkbox"/>	Petersburg	Petersburg Public Library	Petersburg Public Library	Librarian	907 772-3349
<input type="checkbox"/>	Port Alexander	Smith, Shanna	UAS	UAS - Outreach Coordinator	907 568-2205
<input type="checkbox"/>	Seward	Seward Community Library	Seward Community Library	Librarian	907 224-4082
<input type="checkbox"/>	Sitka	Sitka Learning Center	UAS - Sitka	Learning Center	907 747-7707
Residents of Sitka will be automatically assigned to this proctor.					
<input type="checkbox"/>	Soldotna	KPC LC - Soldotna	Kenai Peninsula College	Learning Center	907 262-0227
<input type="checkbox"/>	Talkeetna	Denkewalter, Geraldine	Talkeetna Public Library	Assistant Librarian	907 733-2359
<input type="checkbox"/>	Talkeetna	Yadon, Ann	Talkeetna Public Library	Librarian	907 733-2359
<input type="checkbox"/>	Thorne Bay	Page, Christine	Southeast Island School Dist.	UAS Outreach Coordinator	907 828-8254
<input type="checkbox"/>	Valdez	PWSCC Student Services	PWSCC	Coordinator	907 834-1645
<input type="checkbox"/>	Wrangell	Miller, Jennifer	Wrangell City Schools	UAS Outreach Coordinator	907 874-2332
<input type="checkbox"/>	Yakutat	Ryman, Rosemary	Yakutat School District	UAS Outreach Coordinator	907 784-3317



# Proctor Information Form "B"

## For Establishing a New Proctor

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.

### 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

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

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