



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.

Student Name:	Course(s):
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	Site	Proctor Name	Organization	Title	Phone
<input checked="" type="checkbox"/>	Anchorage	UAA Distance Education	UAA	Testing Center	907 786-6177
<input type="checkbox"/>	Bethel	Hanson, Kathy	Kuskokwim Campus	Testing Center	907 543-4570
<input type="checkbox"/>	Coffman Cove	Price, Elaine	City of Coffman Cove	UAS Outreach Coordinator	907 329-2233
<input type="checkbox"/>	Cordova	Harding, Susan	PWSCC	Coordinator	907 424-7598
<input type="checkbox"/>	Craig	Craig Education Support Center	UAS Ketchikan	Title III Instructional Tech	907 826-2115
<input type="checkbox"/>	Craig	Fecko, Cheryl	UAS	UAS Outreach Coordinator	907 826-2274
<input type="checkbox"/>	Dillingham	Noden, Darlene	UAF - Bristol Bay Campus	Student Services	907 842-5109
<input type="checkbox"/>	Eagle River	Chugiak-Eagle River	UAA Chugiak-Eagle River Campus	Test Center Admin	907 696-8378
<input type="checkbox"/>	Eielson AFB	Martin, Elaine	Eielson AFB UA Office	Advisor	907 377-1396
<input type="checkbox"/>	Fairbanks	UAF Center for Dist. Ed.	UAF	Testing Center	907 479-3444
<input type="checkbox"/>	Fort Richardson	Johnson, William	UAA Ft. Richardson	Administrative Assistant	907 428-1228
<input type="checkbox"/>	Gustavus	Martinez, Sylvia	Gustavus Public Library	Librarian	907 697-2350
<input type="checkbox"/>	Haines	Bastable-Podsiki, Teri	UAS	UAS Outreach Coordinator	907 766-6727
<input type="checkbox"/>	Haines (Klukwan)	Hotch, Lani	UAS	UAS Outreach Coordinator	907 767-5770
<input type="checkbox"/>	Homer	KBC Homer	KBC/KPC/UAA	Proctor	907 235-1651
<input type="checkbox"/>	Homer	Lewandowski, Therese	Kachemak Bay College	Admin Asst	907 235-7743
Summer Proctor Only					
<input type="checkbox"/>	Hoonah	Williams, Carol	Hoonah City Schools	UAS Outreach Coordinator	907 945-3614
<input type="checkbox"/>	Juneau	Brown, Jennifer	Eagan Library	Outreach Services Librarian	907 796-6285
Only contact Jennifer if the Juneau Testing Center is closed.					
<input type="checkbox"/>	Juneau	Juneau Testing Center	UAS - Juneau	Egan Library	907 796-6168
Residents of Auke Bay, Douglas, and Juneau will be automatically assigned to this proctor.					
<input type="checkbox"/>	Kenai	Kenai Community Library	Kenai Community Library	Librarian	907 283-4378
Students must have a Kenai Public Library card in order to be proctored.					
<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"/>	Klawock	Carlson, Rich	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	Leisholmn, Lucione	Annette Islands School District	Superintendent's Secretary	907 886-6332
<input type="checkbox"/>	Nome	NW Campus/Gretchen Froehle	UAF	Admin Assistant	907 443-8400
<input type="checkbox"/>	Palmer	Belanger, Bette	Mat-Su College	Testing Administrator	907 745-9718
Summer Proctor Only					
<input type="checkbox"/>	Palmer	MSC Testing Center	Student Services	Testing Center	907 745-9762
<input type="checkbox"/>	Pelican	Mattson, Royce	Pelican School	UAS Outreach Coordinator	907 735-2236
<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	Reynolds, Ryan	Seward Community Library	Librarian	907 224-3646
<input type="checkbox"/>	Sitka	Sitka Learning Center	UAS - Sitka	Learning Center	907 747-7785
Residents of Sitka will be automatically assigned to this proctor.					
<input type="checkbox"/>	Soldotna	Henry, Brandi	KPC - Soldotna	Summer Testing Coordinator	907 262-0330
Summer Proctor Only					
<input type="checkbox"/>	Soldotna	KPC LC - Soldotna	Kenai Peninsula College	Learning Center	907 262-0327
<input type="checkbox"/>	Tenakee Springs	Testarmata, Megs	Tenakee Springs School	Teacher	
<input type="checkbox"/>	Thorne Bay	Isom, Julie	SE Islands School District	UAS Outreach Coordinator	907 828-8254
<input type="checkbox"/>	Valdez	PWSCC Student Services	PWSCC	Coordinator	907 834-1600
<input type="checkbox"/>	Yakutat	Ryman, Rose Mary	Yakutat School District	Teacher	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").
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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		UAS - Sitka Course(s)	
Proctor Name		Organization Name	
Position at Organization		Relationship to Student	
Complete Address			
Day Phone Number		Eve Phone Number	
Secure E-Mail Address			
Secure FAX Number		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
