

# UAA Distance Education Services

## Student Alternate Proctor Form

Please fill out this Student Information Sheet and return it to Distance Education Services (DES) by the third (3<sup>rd</sup>) week of the semester. Our office relies on this information to mail you graded homework and assignments, course announcements, proctored exam dates and times, and other crucial details about your course. It is VERY IMPORTANT that we receive this information immediately. Even if you have filled out this form in the past, you must fill it out *each semester* you are enrolled in a distance education course. Also, please contact our office immediately if your mailing address and/or telephone numbers should change during the semester; without your correct mailing information we cannot get your graded homework or exams back to you. Please print, fill out and fax or mail to the DES Office.

### **Proctor Information**

Most distance education instructors conduct mid-semester and final exams through a proctor. A proctor is a person who administers (and validates the authenticity of) an exam in place of the regular course instructor. Proctored exams generally require students to travel to a special testing site that is located somewhere within their vicinity.

### **Please check your syllabus regarding exam information**

Many upper division distance courses have online exams, if your exams are online, you do not need to send this form in for proctoring. If you need to change your mailing address please use the ONLINE PROCTOR form on the website and select "Change of Address"

**If you are in a course WITH a proctored exam but do not live near a UA Campus, you may *find an alternate proctor site*. Please follow the instructions for "Selecting an Alternate Proctor."**

### **Selecting an Alternate Proctor**

To select an alternate proctor, check "other" on the selection list. You will need to have it filled out and signed by a proctor who meets the following qualifications. If you have questions regarding qualifications, please call the Distance Education Office and we will review them with you. A DES representative will be contacting your proctor to verify their qualifications before any tests are sent to them.

### **Proctor Rules:**

1. Can NOT be a family member, friend, or co-worker.
2. Must be employed by an educational institution or public library.
3. Must be available to talk to a Distance Education Representative for verification.
4. Must be able to receive email, email attachments and be able to print the documents. Also have access to fax the completed exam back to DES.

**Please fill out and fax or mail the following form to the UAA Distance Education Office  
Check the Distance Education webpage for proctor form due dates.**

# UAA DISTANCE EDUCATION ALTERNATE PROCTOR FORM

(Due by 3<sup>rd</sup> Week of each semester)

Semester: (Circle)    **SUMMER**                      **FALL**                      **SPRING**

Year: \_\_\_\_\_

Student Name \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

Distance Ed Courses: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Proctor Information-To Be Filled Out by a Qualified Proctor:

<b>Name</b>	<b>Position/Title</b>	<b>Employer/Organization Name</b>
<b>Email address</b> <i>(Proctors must have an email address)</i>		
<b>Mailing address</b>	<b>City/State</b>	<b>Zip</b>
<b>Phone</b>		<b>Fax</b> <i>(Proctors must have a fax number)</i>

**My signature certifies:**

1. I will act as a proctor for the above student.
2. I am not directly related to the student or residing in the same household.
3. I agree to fax or mail all completed exams and mail all original copies.
4. I will not make additional copies of exams.
5. I will follow all proctor guidelines set forth in the testing packet that is sent to me.

<b>Proctor Signature</b>	<b>Date</b>
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**PLEASE RETURN to the UAA Distance Education Office**

UAA Distance Education Services \* 3211 Providence Dr., GHH-101 \* Anchorage, AK 99508

Phone: (907) 786-6177 Toll Free: 1-888-553-2760 Fax 1-877-786-4485