

Proctor Information and Qualifications

When a student cannot report to the DEIS office in Knoxville for examinations, he/she must make arrangements with one of the following officials to act as a proctor.

- A. Company Human Resource Representative
- B. Testing Facility or Administrative Office of an Accredited College or University
- C. Library Official
- D. UT Site Coordinator
- E. <http://testing.byu.edu/NCTA/Consortium/>

Please ask your proctor to complete the Proctor Form and e-mail to Ms. Katie Fletcher (kfletche@utk.edu) or fax it to 865-974-4684. This information needs to be read carefully and completed by your proctor. We will hold exams until this proctor form has been returned to our office.

A new proctor form is due each semester.

Each examination must be returned to the instructor as directed upon completion of the exam. It is a good idea to check in with your proctor to ensure that exams have been received and returned. If your proctor does not receive an examination notify this office immediately.

All information requested on the proctor form must be provided. Proctor forms that do not have the necessary information cannot be processed.

THE
UNIVERSITY of TENNESSEE

University Outreach & Continuing Education

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