



Education, Citizenship and Youth

Instruction, Curriculum and Assessment Branch

Distance Learning Unit

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TMO Proctor Roles and Responsibilities

Schools that register students for Teacher Mediated Option (TMO) courses appoint a TMO Proctor. The specific supportive functions that Teacher Mediated Option Proctors may fulfill are:

1. Act as liaison between your school and the TMO staff.
2. Ensure that students applying for a TMO course have the approval of the school principal/proctor. Students should have the most recent version of the course material and required supplies and textbooks.
3. Ensure that the students have the use of a speaker phone (with mute and volume option) to access TMO audio teleconferences and if possible, in an enclosed room to enhance sound quality.
4. Act as liaison between your school, TMO instructor and staff by administering tests or exams. Submit and return assignments, tests, projects, or essays to and from students and TMO instructors.
5. Monitor student progress and attendance.
 - Schedule regular meetings with student(s) and review the month end progress reports and attendance.
 - Provide students with encouragement for regular and punctual attendance.
 - Monitoring deadlines for students to complete assignments and course on time.
 - Ensure that parent(s)/legal guardian(s) are aware of student progress and attendance.
6. Assist students in resolving any difficulties they may encounter during the completion of a TMO course in consultation with the TMO instructor and TMO Consultant.
7. Archive all communication from the TMO instructors in a binder for easy student access.