

## Education

Instruction, Curriculum and Assessment Branch  
Distance Learning Unit  
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[www.edu.gov.mb.ca/k12](http://www.edu.gov.mb.ca/k12)

## TMO Proctor Roles and Responsibilities

Schools that register students for Teacher Mediated Option (TMO) courses appoint a TMO Proctor. TMO Proctors are employees of the participating school.

New TMO Proctors must contact the TMO Consultant; the TMO Consultant will answer questions and provide information regarding, the course content, course prerequisites, and policies and procedures of the TMO Program.

### TMO Proctor Expectations:

- Acts as a Liaison between the school, TMO Consultant, and/or the TMO Teachers:
  - Ensures that students completes the TMO registration/application form and is submits it with TMO Proctor/ School Principal and Parent/Guardian signatures
  - Provides an IEP to the TMO Consultant prior to registration; the consultant will review the IEP and may be able to accommodate requests for adaptations to course material, assignments, exams/ tests
  - Submits and returns assignments, tests, exams, projects, or essays to and from students and TMO teachers
  - Administers and supervises TMO tests/exams and Provincial exams. If the TMO Proctor is unable to supervise, arrangements must be made to ensure there is a teacher in the room
  - Completes and submits withdrawal forms by the published deadline date to the Program Support Clerk
  - Consults with the TMO Consultant regarding students that do not meet end of semester course work submission deadlines. Only in exceptional circumstances will an extension be given, and only if documentation is provided (e.g. a doctor's note)
- Registers students for the Provincial Standards Exams. Policies and Procedures for Provincial Standards Exams are found at this site:
  - [www.edu.gov.mb.ca/k12/assess/s\\_tests/index.html](http://www.edu.gov.mb.ca/k12/assess/s_tests/index.html).
- Ensures the students have the required supplies and textbooks
  - The DLU office will supply the course materials; supplies from the Manitoba Textbook Bureau must be ordered by TMO Proctor/School Principal
- Ensures the students have the use of a speaker phone (with mute & volume option) or other teleconference system to access TMO audio teleconferences
- Monitors student progress and attendance:
  - Liaises with the TMO teacher regarding student's attendance, progress, and behaviour
  - Schedules regular meetings with student(s) to review the month-end progress reports
  - Promotes regular/punctual attendance and discusses attendance issues with students
  - Monitors deadlines for students to ensure assignments and courses are completed on time
  - Communicates student progress and attendance to parent(s)/ guardian(s)
  - Records TMO marks on school issued transcripts