Dear Distance Learning Student,

Before the semester starts, you will need to arrange for a proctor to administer your exams. The following are guidelines that apply:

The academic integrity of the distance learning component of University programs must be at the same high level as on-campus programs. To accomplish this, the faculty that oversee the distance learning program require proctors to be:

- Testing center on any college/university/community college campus
- Director of company training programs
- Company senior manager
- Instructor at a local college or university
- Librarian at a local library
- Public school administrators
- Others in positions of comparable stature.

Co-workers, associates, friends, family members and neighbors are not acceptable proctors, regardless of their education or corporate positions.

**Students on the OSU/Stillwater campus:** For courses requiring a testing center, you may use either the Independent Study testing center located in 309 Wes Watkins Center (charge is $10/exam) or the University Assessment and Testing Office in the UAT Building at 1524 W Admiral (charge is $15/exam).

Please return your signed Proctor Agreement to our office in 213 LSE, or fax it to 405-744-6992, or scan it and email it to pat.mann@okstate.edu.

Sincerely,

Angie Kelly/Pat Mann
OSU/A&S Outreach
405-744-8459
Fax: 405-744-6992
angie.kelly@okstate.edu
pat.mann@okstate.edu