



College of
Arts and Sciences
CONNECT. ACHIEVE. SUCCEED.

Outreach Online Learning – PROCTOR AGREEMENT

Semester: Fall _____ Spring _____ Summer _____ Dec. Intersession _____

Course: _____

Student's Name: _____ Email: _____

The proctor form must be completed and approved by the Arts and Sciences Outreach office before an exam can be distributed. An acceptable proctor is a testing center on any college/university/community college campus, an instructor at a local college or university, a public school administrator, or ProctorU. Individual proctors are NOT acceptable. Arts and Sciences Outreach office will review all proctor requests. **Please review syllabus to determine if the exams are to be proctored or contact the Outreach office at asoutreach@okstate.edu.** If your instructor requires [Proctor U](http://www.proctoru.com/) online proctoring service, please sign below and visit: <http://www.proctoru.com/> Please note: All 5000 level or above courses and all exams taken while out of the U.S.A. are required to use [Proctor U](http://www.proctoru.com/). **ProctorU is not an option for paper-based course exams.**

I _____ plan to contact [Proctor U](http://www.proctoru.com/) to set up online proctoring.
(student's signature)

If your instructor requires a face-to-face proctor/testing center ([qualifications](#)), please have the proctor fill out the form below.

Proctor's Name: _____

Title: _____ Email: _____

Employer: _____ Daytime phone: _____

Address: _____

(No P.O. Boxes please)

Relationship to student: _____

I hereby agree to proctor tests and quizzes taken by the above named students. **I will carefully review the guidelines for administering each test and will certify that each test was administered in accordance with the guidelines supplied to me.** Examples of guidelines include permitting the student to have only the stated time to take the test, if it is a timed test; not allowing use of any notes or reference materials, if it is a closed-booked test; and not allowing any colleague to provide assistance.

I understand that the tests and final examination are to be sent to my attention and that I am to ensure that they are held confidential and never shared with the student until administered. If the tests are administered online, I will keep URLs and passwords confidential.

I will collect paper tests at the end of the specified time and will write the following statement on the test: "I have proctored this test in accordance with the specified instructions." Sign and date them.

I will then FAX or Overnight Mail the completed test to the OSU CAS Outreach office. If I fax the exam, I will mail the original to you the following day. If a copy of the completed exam is retained, I will file it until the student's grade is returned, at which time I will destroy it.

Proctor's Signature: _____ Date: _____

Please complete and return this form via FAX (405-744-6992) or mail to:

OSU Arts and Sciences Outreach • 213 Life Sciences East • Stillwater, OK 74078-3017
Questions, call: 405-744-5647