



COLLEGE OF ARTS & SCIENCES

# Outreach

Arts & Sciences Outreach  
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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
- Instructor at a local college or university
- Public school administrators

Online only exams (not paper-based exams):

- ProctorU online proctoring (visit <http://www.proctoru.com/forstudents.php>)
- ProctorTrack online proctoring (Ask your instructor about Proctortrack)

Co-workers, associates, friends, family members and neighbors are not acceptable proctors, regardless of their education or corporate positions. If you are located outside of the United States while taking the exam, you must use the online proctoring options. If you are outside the United States and your instructor uses paper-based exams, you are not eligible to take the course without special approval from the instructor.

Students on the OSU/Stillwater campus: For courses requiring a testing center, you may use the University Assessment and Testing Office in the UAT Building at 1524 W. Admiral (charge is \$20/exam).

Please return your signed Proctor Agreement to our office in 213 Life Sciences East, or fax it to 405-744-6992, or scan it and email it to [andrea.s.eddington@okstate.edu](mailto:andrea.s.eddington@okstate.edu).

Sincerely,

Angie Kelly/Andrea Eddington  
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