



COLLEGE OF ARTS & SCIENCES

Outreach

Arts & Sciences Outreach

213 Life Sciences East
Stillwater, OK 74078-3017

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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
- Proctor U online proctoring (visit <http://www.proctoru.com/forstudents.php>)

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 \$20/exam) or 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.

Sincerely,

Angie Kelly and Andrea Eddington

OSU Arts & Sciences Outreach

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