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 Examity. 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 Examity online proctoring service, please sign below.

I ____________________________________ plan to contact Examity 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