

**2021 PROCTOR AGREEMENT:
AWARENESS & OPERATIONS LEVEL EXAMS
OKLAHOMA STATE UNIVERSITY**

**Please complete and return this Proctor Agreement form via FAX or scan and email to:
Attn: Bonnie Kaiser-Gambill; bonnie.kaiser@okstate.edu
Fax: (405) 744-8802**

PLEASE PRINT LEGIBLY OR TYPE:

Hospital: _____

Location: _____

The proctor must have already passed any exam for which they are proctoring or shall not be scheduled to take the exam within one year.

I understand that I am to ensure that exams are confidential. The information about exam questions and answers shall not be copied or shared with anyone. Hard copies of the exams are to be stored securely, made available to those taking the exam, and then returned back to secured storage, shredded, or disposed of properly. Those taking the exam are not allowed to keep a copy of the exam or copy questions or answers. I will collect each exam and exam answer sheet at the end of the specified time, sign each answer sheet, and mail to the OSU CEAT Professional Development Office. If a copy of the completed answer sheet is retained, I will securely file it until the student's grade is returned at which time the copy of the answer sheet will be shredded.

I understand that without an original copy of the Training Records Release Form OSU CEAT Professional Development **will not** grade a participant's exam. This form must be submitted with the exam.

Proctor's Name Printed Legibly

Proctor's Signature

Date

Please complete and return this Proctor Agreement form via FAX: (405) 744-8802 or scan and email to bonnie.kaiser@okstate.edu

Mail the exam answer sheets and release forms to:

**OSU CEAT Professional Development
Hospital First Receiver Program - HCF Examinations
5202 North Richmond Hill Drive
Stillwater, OK 74078-5023
Phone: (405)-744-9226
Fax: (405)-744-8802**

***Note: A 2021 Proctor Agreement Form must be on file for each proctor.**