

**2023 PROCTOR AGREEMENT:
AWARENESS & OPERATIONS LEVEL EXAMS
OKLAHOMA STATE UNIVERSITY**

Please complete and return this Proctor Agreement form via email to:

Attn: Bonnie Kaiser-Gambill

Email: bonnie.kaiser@okstate.edu

PLEASE PRINT LEGIBLY OR TYPE:

Hospital: _____

Location: _____

The proctor must have already passed the 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, and 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 or 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 participant'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 scan and return this Proctor Agreement to bonnie.kaiser@okstate.edu

This is also the mailing address for the exam answer sheets:

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

***Note: A 2023 Proctor Agreement Form must be on file for each proctor.**