

Instructions for Selecting a Proctor and Taking a Proctored Examination

Oral Roberts University Graduate School of Theology and Ministry Modular and Distance Education Program

1. Upon enrollment into the modular program, the student must immediately secure a qualified proctor to administer final examinations as needed. In order to be considered qualified to administer examinations for college credit, the prospective proctor must meet the following requirements:
 - Be a practicing certified, educational professional, such as a school principal, counselor, or teacher.
 - Be an appropriately degreed administrator of a testing and/or advisement center at a two or four year degree-granting institution are also acceptable.
 - In order to ensure the validity of the final examination, the following persons may **NOT** serve as proctors: employees, supervisors, students, other students enrolled in the School of Theology and Ministry, or any non-designated person.
 - The prospective proctor must not have an employee/employer or family relationship with the student, and must not be under the authority of the student or over the student in any other activity. Circumstances should never exist that would cause a conflict of interest and jeopardize credible testing.
2. The student should give the proctor a copy of this form, *Instructions for Selecting a Proctor and Taking a Proctored Examination*, to review requirements.
3. The student will then complete the Proctor Selection Form (on Class Pages), securing the proctor's signature of agreement, and return it to the Graduate School of Theology and Ministry, as soon as possible.
4. If a problem is found to exist in the proctor selection process, the student will be notified and must submit the name of another prospective proctor. When the prospective proctor has met the requirements stated above, he or she will receive confirmation of their selection.
5. The examinations will be e-mailed to the proctor when all requirements have been met. The student must contact the proctor to schedule the examination. This schedule must meet the deadline for course completion. Failure to meet deadlines will result in proctor disqualification and invalidation of the examination.
- When the examination is completed, the proctor should submit it in one of the following ways:
 - Scan and email to lcoatney@oru.edu
 - Fax to 918.495.7125 (to the attention of Linda Coatney)
 - Mail to the address listed below.
 - If the proctor chooses to mail the exam, it is the responsibility of the student to provide postage.
 - The proctor should sign across the envelope seal once sealed.

Oral Roberts University
Graduate School of Theology and Ministry
Attn: Linda Coatney, Modular/Distance Education Program
7777 South Lewis Avenue
Tulsa, Oklahoma 74171