

Proctor - Online Students only

CHOOSE A PROCTOR **NOW** FOR YOUR EXAM(S)!

One week prior to, or at the latest, the first week of the course start date, go to the Spears School Greenwood Center for Online Excellence proctor/exam website to choose a testing center at:

[spearsonline.okstate.edu](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fspearsonline.okstate.edu%2Ffullcalendar%2Fstudent&data=04%7C01%7Cmiriam.mcgaugh%40okstate.edu%7Ca06757c071f94756229d08d953908fbb%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637632703001318798%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=O6QbIF9ysFeZTWHWZ60hCdJL1LUyzv7GTWUWIRekus%3D&reserved=0) [_\(https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fspearsonline.okstate.edu%2Ffullcalendar%2Fstudent&data=04%7C01%7Cmiriam.mcgaugh%40okstate.edu%7Ca06757c071f94756229d08d953908fbb%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637632703001318798%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=O6QbIF9ysFeZTWHWZ60hCdJL1LUyzv7GTWUWIRekus%3D&reserved=0\)](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fspearsonline.okstate.edu%2Ffullcalendar%2Fstudent&data=04%7C01%7Cmiriam.mcgaugh%40okstate.edu%7Ca06757c071f94756229d08d953908fbb%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637632703001318798%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=O6QbIF9ysFeZTWHWZ60hCdJL1LUyzv7GTWUWIRekus%3D&reserved=0), and click on “Select Testing Center;” at the top right of the page then

click on Edit Testing Center next to each course. Follow the instructions to identify your testing center. Up to one week before each exam start date, make your appointment directly with your testing center to take each exam while being monitored by a proctor for test security reasons. The instructor, nor the Greenwood Center for Online Excellence cannot schedule exam appointments. The exam and/or exam instructions will be sent to your testing center, from the Greenwood Center, 4 days prior to the exam start date. To confirm your testing center received the exam/exam information, call your testing center at least one day prior to your appointment time. If the center does not have your exam, contact the Spears School Greenwood Center for Online Excellence immediately at

spearsonline@okstate.edu (<mailto:spearsonline@okstate.edu>), or call (405) 744-4048 to request the exam to be sent. Contact that same office if you have any questions regarding the testing center sign-up process. You may also visit <https://business.okstate.edu/online/guide/proctor-policies.html> [_\(https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbusiness.okstate.edu%2Fonline%2Fguide%2Fproctor-policies.html&data=04%7C01%7Cmiriam.mcgaugh%40okstate.edu%7Ca06757c071f94756229d08d953908fbb%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637632703001318798%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=2mFKd4bHapoj%2FD%2BmFBx6mc%2FqspJwbZLrXetF7EsJQ3g%3D&reserved=0\)](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbusiness.okstate.edu%2Fonline%2Fguide%2Fproctor-policies.html&data=04%7C01%7Cmiriam.mcgaugh%40okstate.edu%7Ca06757c071f94756229d08d953908fbb%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637632703001318798%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=2mFKd4bHapoj%2FD%2BmFBx6mc%2FqspJwbZLrXetF7EsJQ3g%3D&reserved=0).

business.okstate.edu/online/guide/proctor-policies.html [_\(https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbusiness.okstate.edu%2Fonline%2Fguide%2Fproctor-policies.html&data=04%7C01%7Cmiriam.mcgaugh%40okstate.edu%7Ca06757c071f94756229d08d953908fbb%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637632703001318798%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=2mFKd4bHapoj%2FD%2BmFBx6mc%2FqspJwbZLrXetF7EsJQ3g%3D&reserved=0\)](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbusiness.okstate.edu%2Fonline%2Fguide%2Fproctor-policies.html&data=04%7C01%7Cmiriam.mcgaugh%40okstate.edu%7Ca06757c071f94756229d08d953908fbb%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637632703001318798%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=2mFKd4bHapoj%2FD%2BmFBx6mc%2FqspJwbZLrXetF7EsJQ3g%3D&reserved=0).