

## **Proctor Guidelines for Proctoring Exams**

- 1) A 2017 Proctor Agreement form for each proctor must be on file at OSU CEAT Professional Development. Complete & fax the 2017 Proctor Agreement Form on page 21 to: (405) 744-8802.
- 2) The Proctor must have each participating employee complete a Training Records Release Form prior to taking any course or examination.
- 3) The Proctor must verify that each employee taking the exam reviewed the entire set of required DVD modules necessary for their respective exam:
  - “Awareness Level”: Modules 1 through 6
  - “Awareness Level” Refresher training modules
  - “Operations Level”: Modules 1 through 16 (excluding 14 and 15)
- 4) The Proctor must be sure that each examinee has the additional reference resources for use during the exam:
  - a. “Awareness Level”: uses 2016 Emergency Response Guide (ERG)
  - b. “Awareness Level” Refresher: uses 2016 Emergency Response Guide (ERG)
  - c. “Operations Level”: uses 2016 Emergency Response Guide (ERG)
- 5) No other materials are permitted. 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 retain a copy of the exam or copy questions or answers.
- 6) Answers MUST be marked using a #2 pencil on the Scantron answer sheets provided. If a previous answer is erased, make sure the erasure is complete and clean and the new desired answer is clearly indicated. Time limit is 90 minutes. The Proctor should verify that all answers have been selected.
- 7) Filling out Scantron answer sheet for “Awareness Level”, “Operations Level” or “Awareness Level Refresher” Exams
  - Part-1 side: Have the person taking the exam:
    - ◆ In “NAME” field print the exam name they are taking: “Awareness”, “Operations” or “Awareness Refresher”
    - ◆ In “TEST NO.” field print the exam code found at the beginning at the exam.
    - ◆ In “DATE” field enter date
  - Part-2 side: Have the person taking the exam PRINT the following information in the four (4) shaded line areas:
    - ◆ Their FULL name
    - ◆ Hospital employer name
    - ◆ Name of HCF Contact for this program
    - ◆ Proctor printed name and signature required on each Scantron answer sheet

See sample Scantron answer sheet on pages 16-18
- 8) The Proctor mails Scantron answer sheets and original copy of Training Records Release Form to:

OSU CEAT Professional Development  
Hospital First Receiver Program – HCF Examinations  
1812 Tyler Avenue  
Stillwater, OK 74078-0532