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 **ACADEMIC TESTING CENTER**

**MSC 147,700 University Blvd**

**Kingsville, TX, 78363**

 **PHONE (361) 593-3303 · FAX (361) 593-4859**

**TAMUK STUDENTS/STAFF TAKING COURSES AT OTHER SCHOOLS**

**EXAM PROCTORING REGISTRATION FORM**

Please print or type all information:

|  |  |
| --- | --- |
| **Test Date requested:** |  |

|  |  |
| --- | --- |
| **Test Time requested:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First name:** |  | **Last Name:** |  |

|  |  |  |
| --- | --- | --- |
| **Phone Number:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Email:** |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Other Institution:** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Professor or Other Contact Information:**

|  |  |  |
| --- | --- | --- |
| **Named and Title:** |  |  |

|  |  |
| --- | --- |
| **Telephone Number:** |  |

|  |  |  |
| --- | --- | --- |
| **Email:** |  |  |

**This section to be filled out by the student’s other institution:**

|  |  |
| --- | --- |
| **Name of the Test:** |  |

|  |  |
| --- | --- |
| **Additional items allowed for testing:** |  |

|  |  |
| --- | --- |
| **Type of Exam:** |  |

|  |
| --- |
|  |

**Paper Computer-based**

|  |  |
| --- | --- |
| **Password:** |  |

**INSTRUCTIONS FOR TAMUK STUDENTS/STAFF TAKING COURSES AT OTHER SCHOOLS**

**EXAM PROCTORING REGISTRATION FORM**

The Academic Testing Center provides proctoring (supervised testing) services for currently enrolled TAMUK students who are taking a course at another school. The fees are:

* $30 for up to 2 hours
* $40 for 3 to 4 hours
* $50 for 5 to 6 hours

It is the examinee’s responsibility to request proctoring services no later than one week prior to the exam date requested. If the exam has to be mailed to TAMUK, please allow additional time when scheduling.

Once the Testing Center provides confirmation of the requested date and time, the student will go to <https://commerce.cashnet.com/TAMUKTesting> to pay for the proctoring service.

Students can fill out this form electronically and email it to testing@tamuk.edu .

If you have any questions regarding proctoring services, please call (361) 593-3303 or email testing@tamuk.edu.

**I have read and understood all the testing procedures and policies.**

**Signature Date**