Proctoring Services - Distance Learning, Correspondence, Certification, and Employment

Texas A&M University Kingsville Academic Testing Center services as a proctor site for numerous universities, colleges and agencies (industry, state and government). The exam may be administered traditionally via paper and pencil, or on the computer.

Texas A&M University Kingsville Academic Testing Center proctors exams under the following conditions:

- On the day of the test, you must show a photo ID. (Driver’s License, Passport, or Student ID)
- Contact your Institution, sponsoring school or agency to verify you can take your exam at TAMUK’s testing center.
- Your institution must verify what steps are needed for you to take an exam prior to receipt of the exam. Only aids specifically stated by the instructor on the exam instructions will be allowed in the test room.
- Please call 361-593-3303 to verify we have received your exam before registering for a date. All test information must be sent to us no later than 24 hours before scheduled test date.
- There is an administration fee of $26 for non-TAMUK students taking a course(s) at another college/university and $16 for TAMUK students taking a non-TAMUK course(s) at another college/university with a valid TAMUK student ID for the first 2.5 hours or fraction thereof. An additional service fee of half the original fee is required for all time past the 2 hours. The fee is based on the time allotted for the examination, not the time used. If additional time is required above the 2.5 hours, additional fees will be collected on test day.
- The sponsoring school or agency is responsible for providing the postage for returning the completed examination. If the school does not provide the postage, the cost becomes the responsibility of the student.
- We will accept an exam via email with passwords or will print a paper copy if the exam has fewer than 10 pages. Exams that are longer than 10 pages must be mailed to our test center.
- The sponsoring school will indicate the time allowed for the exam and whether special testing conditions are permitted.
- Although every effort will be made to accommodate all requests, the actual scheduling of the examination will be made solely by the Testing Services office based on space availability upon receipt of the test.
- We do not allow walk-ins to our testing center.
- We will not store any exam in our files after the exam has been administered.
- Contact the sponsoring school to send the exam to:

  Alvinette (Ricky) Jefferson
  Texas A&M University Kingsville
  Academic Testing
  Mailing: 700 University Blvd., MSC 147
  Kingsville, TX 78363
  (361) 593-3303
  alvinette.jefferson@tamuk.edu
  www.tamuk.edu/academictesting

  As an alternative, exams can also be e-mailed to Testing@tamuk.edu
Fees must be paid when you schedule the appointment online. If not paid, the appointment will be canceled. If you cannot pay on-line, you can pay in the office with the exact cash, money order or instate check.

As an alternative, the Academic Testing Center offers Instructor agreed upon proctoring for current TAMUK students for make-up exams. This service is at the expense of the student. Please contact the Academic Testing Center @ 361 593 3303 for additional information.