



Remote Testing

The faculty is responsible for informing their students about the necessity of needing a proctor within the first week of classes. This could be done by providing information on the syllabus or a brief orientation to the system.

Students who live outside a 50-mile radius of campus who cannot visit TAMU's Testing Center to take exams may be able to use a proctor in their local area.

All proctoring arrangements are subject to your instructor's approval. Appropriate proctoring services include local colleges, universities, and in some instances, public libraries. Please review the proctoring guidelines. Proctors must provide their work email address (no Hotmail, Gmail, Yahoo, AOL, etc). The Testing Center will assist the student in finding an appropriate testing facility/proctor. Once the facility/proctor has been approved, students will be responsible for scheduling their exam(s) accordingly. If the institution has a test administration fee, or if the proctor requires compensation, the student must cover the cost.

Process to set up a Remote Test Session

- The professor and/or Testing Center will contact student to inform him/her that they need to make arrangements to have an exam proctored at a college or university that is within student's vicinity.
- Once an area colleges or university has been identified, TAMU's Testing Center will contact them about the possibilities of having an exam proctored there. Please note the student does not make arrangements.
- Once an arrangements has been made, the student will be asked to take the Proctor Agreement Form to the agreeing college or university and have them fill out the form. It must be returned by faxed or emailed to the Testing Center.
- Arrangements for the delivery and return of a written (paper) exam will be made by the Testing Center. Instructions, guidelines, checklist and other forms deemed necessary will be included in the packet. Professors will not send the exam nor receive it directly.
- Arrangements to have an online exam are made by the Testing Center. Professors do not send passwords directly to the agreeing facility/proctor. Instructions, guidelines, checklist, passwords and other forms deemed necessary are included in an email along with the proper attachments.

Be aware that the approval process may take several business days, and no materials will be sent until the facility/proctor completes the Proctor Agreement Form and returns it the Testing Center.

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