Purpose: The purpose of this policy is to address requests for test proctoring services in the TWU Libraries. When applicable, the TWU Libraries will adhere to the University’s policy. However, additional guidelines specific to the TWU Libraries are also included in this Library policy.

Definitions: For the purpose of this policy

Proctored Exam—tests/exams where the student(s) are monitored in some way while taking the exam

Policy:

Academic Testing Services offers proctoring services for TWU students and the DFW community. For information, visit their website at: https://twu.edu/testing/

1. Most commonly students on all campuses should contact their professor for specific proctoring instructions or regulations on where they might need to take their exams.
   Academic Testing Services is located in the Oakland Complex at 1201 Oakland St. (940-898-2961)
2. Students registered with Disability Support Services may request proctoring from the DSS office.
   CFO 106, 940-898-3835
3. There is no test proctoring service to students at the Dallas or Houston campuses. Contact your professor if you need assistance.

Library Guidelines

An examination proctoring service is not available from the TWU Libraries. Library staff cannot devote time to carefully monitoring test takers, and appropriate spaces for examinations are not available.

Review:

The Library’s Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.