SMU.

Proctor Request Procedures

SMU is an approved proctoring site for the administration of academic and professional certification exams for local, national and international institutions. We are members of the National College Testing Association and the Consortium of College Testing Centers (www.ncta-testing.org), and provide a comfortable and secure testing environment for both internet-based and paper/pencil exams.

General guidelines:

- Examinees are responsible for securing proctor approvals and arranging the submission of exams from their institution to SMU. Proctor request forms required by your institution may be submitted to testingprogram@smu.edu. Please ensure your portion of the form is filled out entirely before sending to SMU for completion and final submission to your institution on your behalf.
- Paper/pencil exams can be submitted by email, fax, regular mail or courier per the contact information below.
- Internet-based exams can be administered as long as additional software downloads or lockdown browsers are not required.
- Exams with verbal components/speaking portions cannot be administered.
- All proctoring is done by appointment only (no walk-in testing). *Your exam must be received at SMU before an appointment can be made, no exceptions.* We do not hold spots for exams we do not have.
- We charge a $30 proctoring fee for exams lasting up to 3 hours, and a surcharge of $5 per additional half hour.
- A photo ID is required at the time of testing.
- **We do not test students under the age of 14.**

Thanks for your inquiry and we look forward to assisting you!

Lori Krone, Testing Coordinator
SMU Counseling Services – Dr. Bob Smith Health Center
Physical Address: 6211 Bishop Blvd., #219, Dallas, Texas 75205
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