



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 certified by the National College Testing Association and the Consortium of College Testing Centers and provide a comfortable and secure testing environment for both internet-based and paper/pencil exams.

Proctoring Guidelines – PLEASE READ CAREFULLY:

- 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.
- **Due to limited capacity, testing appointments should be scheduled as soon as possible, even if exams have not been received at SMU.**
- 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 software downloads, plug-ins or lockdown browsers (i.e., Respondus) are not required.***
- Exams with speaking components cannot be administered.
- Computer-based testing is done on testing lab computers. **Personal laptops are not allowed.**
- Proctoring is done weekdays by appointment. All testing ends promptly at 4:00 p.m. each day.
- Proctor fees must be paid online at <https://smutest.nbsstore.net/counseling-services-testing-center> to finalize appointment. Fees for “no-show” appointments are non-refundable.
- A current photo ID is required at the time of testing.
- **We do not test students under age 14.**
- **Examinees are required to adhere to COVID-19 protocols as outlined in *Mustang Strong* at <https://www.smu.edu/Coronavirus>**

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

Lori Krone, Testing Coordinator
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