

Proctoring Services

Free test proctoring services are available at the Kurth Memorial Library. Contact Julie Massey, Assistant Director at (936) 630-0567 for more information.

[Contact Julie Massey](#)

The Library offers proctoring only during regular library hours on the following days and times:

Monday through Friday 10:00 am - 1:00 pm

Monday through Friday 2:00 pm - 4:00 pm

There will be no proctoring available May 20th through August 31st.

All proctoring services MUST be scheduled at least 30 days in advance.

The Library will proctor either written or online exams. Students requesting proctor services must have a Kurth Memorial Library card. At the time of the exam, the student must present a valid picture ID.

Students must understand that all proctoring services will be conducted in our Adult services area. Computerized exams will be done on our public computers unless the student brings their own laptop, and we cannot guarantee a private or quiet environment. Student laptops will connect to the internet through our Wi-Fi connection. Wi-Fi sessions are one hour but can be restarted several times throughout the day.

A library employee will be scheduled to proctor all exams; however, the proctor who begins supervising the exam may be replaced by another proctor before the exam is over. The library employee will not be able to observe the student at all times. Proctors will enforce any time limits or other rules set forth in exam materials but will not sit with the student for the length of the exam. If this is not acceptable, the student and institution should arrange for other proctoring options.

It is the responsibility of the student to contact the Library and make an appointment to take the test. Appointments can be made in person, by phone, or by email. **All proctoring services MUST be scheduled at least 30 days in advance.** All tests must be completed before the Library closes. The student must be on time for his/her appointment and is responsible for notifying the Library if he/she cannot make the appointment or is running late.