



Testing Center Policies and Procedures

During Spring 2022, we will offer test proctoring at the following times:

- Mondays: 10 a.m.-1 p.m. (MOUS 185)
- Tuesdays: 1-4 p.m. (MOUS 217)
- Thursdays: 1-4 p.m. (MOUS 217)
- Fridays: 10 a.m.-1 p.m. (MOUS 185)

Any student arriving 10 minutes or more after the appointment time will be required to reschedule with their instructor.

Testing services will NOT be available when classes are not in session, including MLK Day and Spring Break.

TO RESERVE SPACE

- Email the [completed reservation form](#) to COC_mail@tcu.edu by 9 a.m. **one business day before the testing day.**
- Bring each test, in its own envelope, to the dean's office in MOUS 207 by 5 p.m. **one business day before the testing day.** If the test is to be given electronically, please note that on the reservation form.
- Students may NOT reserve testing services. All reservation requests must be submitted by the instructor.

PLEASE NOTE

Please remind students to bring their official TCU student ID cards to their testing appointments, so proctors may verify their identity.

First priority for the testing space will be for tests administered to students with documented learning accommodations, such as the need for extra time or a quiet space. Other reasons for testing outside regular class times (makeups due to excused absences, etc.) will be given second priority in scheduling.

Please direct any questions about the testing center to COC_mail@tcu.edu or phone Jean Stayton at (817) 257-5916.