

Texas Woman's University

Library Policy Manual

Policy Name: Test Proctoring Policy

Last Library Review: June 2022

Next Library Review: June 2023

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.

Note: Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

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/>. Academic Testing Services is located in the Oakland Complex at 1201 Oakland St., Suite 240, Denton, TX 76204 (940-898-2961).

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.
2. Students registered with Disability Support Services may request proctoring from the DSS office. CFO 106, 940-898-3835.
3. Dallas and Houston students may request proctoring from the Disability Support Services (DSS) office. CFO 106, 940-898-3835.

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.