

PROCTORING INFORMATION FOR STUDENTS GRADE 3-12 TYLER JUNIOR COLLEGE TESTING CENTER

Proctoring Contact Information

Name: Tami Tidwell/ Tyler Junior College Testing Center

Phone: 903-510-2051

Address: 1327 South Baxter, Tyler, TX 75701

Email: ttid@tjc.edu

Proctor Fee: \$35 per exam

Procedures:

- a. Order your test from UT Austin or Texas Tech
- b. Give the test 7-10 business days to arrive at the TJC Testing Center.
- c. Call Ms. Tidwell at TJC (903) 510-2051 to see if she has received your test and to make an appointment for proctoring.
- d. On the day of testing bring a valid government issued photo ID and your payment. The TJC Testing Center is only able to accept check, cash, or money order. They are not equipped to take credit or debit. Younger students who do not have a photo ID must bring a school picture or some other kind of photo identification.
- e. The hours of the TJC Testing Center are below. Please plan your testing time according to the amount of time you are allowed.

Monday-Thursday from 8:30 a.m. – 7:00 p.m., center will close at 8:00 p.m.

Friday from 9:00 a.m. – 4:00 p.m., center will close at 5:00 p.m.

Saturday (during Spring and Fall Semesters) from 9:00 a.m. – 2:00 p.m., center will close at 3:00 p.m.