

Testing in Proctored Settings with Trinity Valley Community College

If you are a student enrolled in a course with TVCC that requires you to take a test in a proctored setting, you can test at any of the 4 TVCC Campuses.

- **Athens** – The Testing Center is open during regular business hours (M-F from 8:00 a.m. to 4:30 p.m. during the fall and spring semester and M-TH from 7:30 a.m. to 4:30 p.m.). In the event that the testing center is closed (visit <http://www.tvcc.edu/testing/> for scheduled closings), you can test at the LRC. Please visit <http://www.tvcc.edu/lrc/hours.aspx> to determine their hours of operation.

You MUST arrive at the testing centers at least 1 hour prior to closing so that you COMPLETE your testing before they close.

- **Palestine, Terrell, and Kaufman** – Students are allowed to test at the LRC of the respective satellite campuses. Please visit <http://www.tvcc.edu/lrc/hours.aspx> to determine their hours of operation.

You MUST arrive at the centers at least 1 hour prior to closing so that you COMPLETE your testing before they close.

If you wish to take your proctored exams at a facility other than TVCC, you must receive approval by your instructor. This approval should be secured **EARLY** in the semester so that arrangements can be made with the institution that is willing to proctor the exams. Do NOT wait until the last day of the testing window to discuss this with your instructor!

