



## **TEST PROCTOR INFORMATION**

Schreiner University offers test proctoring services as a courtesy to Kerrville area community members who are taking on-line courses from other educational institutions. Proctoring is available through the Learning Support Services (LSS) office, located in Dickey Hall, Room 218.

- Proctor information:  
Julie Fisher, Alternative Testing Coordinator  
Schreiner University  
2100 Memorial Blvd. CMB# 6209  
Kerrville, TX 78028  
(830) 792-7257 –phone  
(830) 792-7294 –fax  
[jtfisher@schreiner.edu](mailto:jtfisher@schreiner.edu)
- Test Times:  
Our office hours are Monday-Thursday, 8:00 a.m.-5:00 p.m. and Friday 8:00 a.m.-4:00 p.m. Tests must be scheduled at least two working days in advance to insure adequate accommodations are available.
- Proctoring **will not be** available on the following dates:  
Monday, December 21, 2009-Monday, January 4, 2010 (Christmas)  
Monday, March 15, 2010-Friday, March 19, 2010 (Spring Break)  
Tuesday, June 1, 2010-Friday, July 30, 2010 (Office closed for summer)
- Fees:  
Proctor fees are \$10, payable to Schreiner University. Cash, check, and charge cards are accepted. Please make your payments at the SU Business Office, located in the Murray Building, basement level. A receipt must be presented to the proctor **before** the test will be administered.