



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, Testing Center Coordinator
Schreiner University
2100 Memorial Blvd. CMB# 6238
Kerrville, TX 78028
(830) 792-7257 –phone
(830) 792-7294 –fax
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:
November 25-29, 2015 (Thanksgiving Break)
December 10, 2015-January 4, 2016 (Christmas Break)
March 14-March 18, 2016 (Spring Break)
March 25, 2016 (Good Friday)
June 1-August 1, 2016 (Office closed for summer)
- Fees (REVISED October 13, 2014):
Proctor fees are **\$25**, payable to Schreiner University. Cash or checks are accepted. Please make your payments at the SU Financial Services office, located next to the Cailloux Campus Activity Center. A receipt must be presented to the proctor **before** the test will be administered.