The Test Proctoring Center provides proctoring services to faculty members for individual students who require special testing considerations or who are taking classes off-campus or at another institution.

**Policy for Proctoring Exams from Other Institutions**

- Exams can be proctored for:
  - currently enrolled Clemson students who are taking classes at other institutions
  - Clemson alumni and other former students
  - Individuals not affiliated with Clemson.

- The fee is $20 for Clemson current/former students or alumni and $40 for individuals not affiliated with Clemson. Multiple exam fees may be negotiated each semester for situations involving 3 or more exams. In the case of multiple exams during the same semester fees can be reduced by 20% per exam. Fees must be paid on-line using the Marketplace website: https://secure.touchnet.net/C20569_ustores/web/index.jsp (See Student Disability Services and Test Proctoring)

- Check with the institution where you are enrolled to see what is expected of you when you use the Test Proctoring Center at Clemson and to find out what is expected of the Test Proctoring Center.

- Student Disability Services at Clemson University must be notified at least one calendar week prior to the anticipated test date so that a mutually acceptable testing time can be negotiated.

- Student Disability Services Test Proctoring Center procedures and policies will be in effect. For full discussion of Testing Center protocols, please visit our website at: www.clemson.edu/sds. Click on Test Proctoring Center on the left side of the page for specific information.

**Policy for Proctoring Group Exams at Clemson**

We can also work with professors to proctor groups when an exam is not part of the curriculum for the course. Group testing (for a group of at least 5 students) requires a fee of $10.00 per student for exams lasting up to 4 hours. For exams that require more than 4 hours, the fee is $15.00 per student. To inquire further about our services or schedule an exam with our Testing Proctoring Center, you can contact us by phone at 864-656-6848, by email at: SDS-L@clemson.edu or in person in Suite 239 Academic Success Building.

Student Disability Services
239 Class of ’56 Academic Success Building
836 McMillan Road
Clemson SC 29634
864-656-6848
SDS-L@clemson.edu
Office hours are Monday to Friday: 8 a.m. - 4:30 p.m.