



TEXAS TECH UNIVERSITY

# Academic Testing Services™

Application for Proctoring  
Distance Learning and Online Exams  
214 West Hall, Lubbock, TX 79409

Complete this form and return it to: [testing@ttu.edu](mailto:testing@ttu.edu)

\*Be aware, you'll need to contact us to reschedule your exam if you develop a fever or feel ill.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.

Email: \_\_\_\_\_

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_ School/Institution: \_\_\_\_\_  
(Ex: HDFS 2320)

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ R#: \_\_\_\_\_  
(TTU Student Only)

If this exam is from another university the student is responsible for adhering to all policies and fee requirements of that institution.

Testing Schedule:  
Monday-Friday 8:00 – 2:00  
(by appointment only)

Test Date: \_\_\_\_\_  
Test Time: \_\_\_\_\_

The student is responsible for knowing the deadlines set by their professor and for scheduling within the deadline time frame. Academic Testing Services is not responsible for knowing the student's deadlines.

**Academic Testing Services Fee Policy:**

- \$30.00 (non-refundable) fee to Texas Tech University. Must schedule in advance by calling ATS at 806-742-3671 x 0.
- To save money, you must pay at least 1 week in advance to qualify for the \$20.00 (non-refundable) fee.
  - (ex: Pay by Tuesday for the next Tuesday) After scheduling your exam, a payment link will be emailed to you.

**You must bring your photo I.D. with you on the test date.**

*Special Accommodations:* requests for testing accommodations must be submitted in writing one week prior to scheduling your exam. Texas Tech students must follow Texas Tech policies and be registered with Student Disability Services. Non-Texas Tech students must follow the policies of their institution and provide appropriate documentation from that institution.

*Check here if you are requesting special accommodations.*

*Texas Tech Academic Testing Services does not take responsibility for loss, damage or liability of personal items brought into the testing center. Many personal belongings such as electronics, sunglasses, caps, etc. are prohibited in the testing rooms. You are encouraged to leave those items at home or in your car. However, if you choose, you may leave personal items in the ATS backpack bins at your own risk. Items may not be left in the ATS lobby.*

I have read and understand the above policies. I realize that I may reschedule my test for no additional charge if Academic Testing Services is notified prior to my scheduled test date. If the ATS office is not notified prior to my test date, I understand that the fees paid are forfeited. Academic Testing Services may be contacted at 742-3671 x 0 between 8:00 a.m. – 5:00 p.m. M-F.

X \_\_\_\_\_