# Testing Center

Thank you for choosing UT Martin for your TEST PROCTORING needs. Use the following instructions to schedule a time for your proctored test.

**Student Legal Name (as shown on your ID):**_____

**Student Email:**_____

**Student Phone Number:** _____

**University you are attending:**_____

**Class requesting the proctored exam:**_____

**Professor of the class:**_____

**Professor Email:**_____

**Professor Phone Number:** _____

**Check one:**_____ Paper Exam_____Computer Exam

*If the proctored exam requires a lock-down browser, it must be provided to the Testing Center three business days prior to testing, along with any passwords necessary to access the test.*

Register for your exam at **www.registerblast.com/utm**, select "Proctored Correspondence Exams," then choose the length of time for the exam.

Proctoring Fees (Non UT Martin students):
1-2 Hours: $28.50;  3 Hours: $38.50;  4 Hours: $48.50

**Date registered for exam:**_____ **Time:**_____

*It is the tester's responsibility to submit all required documentation to the Testing Center and the professor. It is also the tester's responsibility to bring proper identification and pre-approved testing aids (example- calculator). By signing, you agree to the policies of UT Martin Testing Center. For questions or concerns please contact the Testing Center at 731-881-7727 or TestingCenter@utm.edu.*

**Student Signature:**_____ **Date**_____

## UT MARTIN

**Testing Center** 211 Clement Hall | (731)881-7727 | testingcenter@utm.edu