

# Mississippi State University Assessment & Testing Services Distance Exam Proctoring Procedures

As a public service, Mississippi State University Testing Services proctors examinations for **other institutions**. *MSU students needing exam proctoring for MSU should contact Continuing Education at 325-3473.* Non-MSU distance exam candidates should follow this procedure:

1. Arrangements for such testing must be made before the exam is sent to Mississippi State University.
2. For a **computer-based distance exam**: call the Testing Center at 662-325-6610 to arrange a time for your exam. Notify your home institution to forward exam information to [testing@saffairs.msstate.edu](mailto:testing@saffairs.msstate.edu) (Attention: Mary L. Vaughn, Coordinator of Testing Services)

For **paper-based distance exam**: notify your home institution to forward your examination to:

Assessment & Testing Services  
Attention: Mary L. Vaughn, Coordinator of Testing Services  
Box 9747  
Mississippi State, MS 39762

When we receive the examination, we will contact you to set up an appointment for testing.

3. There is a charge of \$35.00 for up to 4 hours for each proctored exam. Pay the registration fee on-line at [www.ats.msstate.edu/testing](http://www.ats.msstate.edu/testing). Use the **Online Testing Registration** button. The fee covers handling of the examination consistent with sound testing procedures and the instructions from the home institution, completion of any and all forms and actual supervision while taking the test, however, any postage will be the responsibility of the home institution or the student.
4. You must present official photo I.D. (driver's license) in order to test.
5. Although every effort will be made to accommodate all requests, the actual scheduling of the examination may be determined by testing center hours, staffing, time of the term, etc.
6. We will **not** fax tests, answer sheets, etc. to the home institution.
7. We will **not** make special trips to the post office, UPS, FEDEX, etc. for quicker mailings. (If priority mail, etc. has been paid by your home institution or yourself, the envelope will go out with the regular pick up or delivery which may be the following business day.)

---

Mississippi State University  
Assessment & Testing Services  
195 Magruder Street  
Box 9747  
Mississippi State, MS 39762  
[testing@saffairs.msstate.edu](mailto:testing@saffairs.msstate.edu)  
662-325-6610 (Voice)  
662-325-9067 (fax)

