

Proctoring Guidelines

The Burleson Public Library offers exam proctoring by appointment only.

Proctoring is available during these hours:

Mondays & Fridays: 8:30 a.m. to 12 p.m. and 1 to 5 p.m.

Wednesdays: 8:30 a.m. to 12:30 p.m.

Requests should be made at least one week in advance of your exam date. Contact the proctors by email at proctor@burlesonlibrary.com or call 817-426-9681.

It is the student's responsibility to confirm with a proctor that their proctoring needs can be met, before making the appointment.

The testing center is unable to restrict access to sites on the Internet for online exams.

The Burleson Library has a dedicated testing center located at the City Service Center in the Burleson University Training Room. The City Service Center is located at 725 S.E. John Jones Road.

Proctored exams are \$20. Credit card payments must be made ahead of time at the Library, then the student should take the receipt with them to the BU training Room at the Service Center for the proctor appointment. Cash (exact amount) and checks will be accepted at the testing location.