Proctoring Services

The Testing Center offers proctoring services to individuals who attend a different institution and need to take exams at the Lee College Testing Center.

Proctoring fees:

- Proctored Exam: $20
- BEI/TEP Exam: $10
- TSIA2/Accuplacer Exam for Other Institutions: $15 per section

Before Scheduling an Appointment

Individuals must contact their current institution or professor for permission and approval to test at Lee College. If your institution requires a completed proctor agreement form, please email the form to leetesting@lee.edu.

Candidates should not schedule an appointment until they have been approved for proctoring services.

We will make every effort to meet your testing needs; however, if we cannot successfully administer the exam per the institution's requirements, we reserve the right to deny a proctor request.

Scheduling an Appointment

Upon approval of proctoring services, test appointments are required at least one day in advance and must be scheduled through [RegisterBlast](#).

Students are responsible for verifying that the Lee College Testing Center has received their exam before their scheduled appointment.

On the day of testing, individuals will:

- Need to present a valid photo I.D.
- Be issued a payment form to pay at the cashier's office
- Be required to store personal belongings in a locker, including all electronic devices
- Be monitored throughout testing
- Be required to return all test materials to the check-in station after completing an exam.

All proctored exams will be administered per the institution's or instructor's instructions. No exceptions will be made to this policy. If any prohibited behavior is observed during testing, the testing candidate will be dismissed, and the incident will be reported to the institution/professor.

Submitting an Exam

All exams with instructions need to be emailed to leetesting@lee.edu or mailed to the following address:

Lee College
Attn: Testing Center

P.O. Box 818
Baytown, TX 77522-0818

Questions?

If you have questions, call the Testing Center at 281.425.6262 or email leetesting@lee.edu.

-

[Live Chat](#)

 [FIND A CAREER](#)
[My Next Move](#)