



UT Dallas Testing Center Correspondence Exam Application

This form is for currently enrolled University of Texas at Dallas students wanting to take an exam at the UT Dallas Testing Center from another institution.

NOTE: All Applications must be submitted at least **15 business days** prior to the proposed exam date. If your application is not received prior to the deadline, you will need to re-schedule your proposed date within the designated exam window or contact your instructor for alternative testing options.

Steps to a Successful UT Dallas Proctored Exam

Step 1	<p>Student: Fill out <u>Student Information</u> section ONLY.</p> <p>Refer to your course syllabus when completing this section on the fillable form. You may click and enter in the required fields. Save the form.</p>
Step 2	<p>Email the Correspondence Exam Application to the Professor.</p> <p>The remainder of the form must be completed by the Professor or administrative staff member representing your corresponding institution.</p>
Step 3	<p>Faculty or Institution: Fill out <u>Instruction Information</u> & <u>Exam Information</u></p> <p>The Professor or an Institutional Authority must complete the designated sections. Incomplete applications will not be processed. Students will not be able to schedule or take the exam without proper submission of a completed form and exam materials.</p>
Step 4	<p>Correspondence Application Returned to UT Dallas Testing Center</p> <p>Only the Professor or the administrative staff member may email the completed form to Testing Center. We will NOT accept submission from students! The application must be submitted 15 business days prior to the exam date.</p>
Step 5	<p>UT Dallas Testing Center Staff Review & Process Application</p> <p>The Testing Center Staff will review and process the completed application.</p>
Step 6	<p>Student Email Confirmation & Seat Reservation</p> <p>Once all exam materials are received, the Testing Center staff will send the student an email notification to reserve a seat in RegisterBlast at https://ets.utdallas.edu/testing-center.</p> <p>This reservation must occur within 72 hours prior to the exam date.</p>
Step 7	<p>Student Takes Exam & Exam Return</p> <p>All exam documents will be returned to the corresponding institution within 1-3 business days of exam completion.</p>



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STUDENT: Completely fill out the **Student Information** section **ONLY** and email to your professor or institution. You will not be able to take the exam at the UT Dallas Testing Center without the timely submission of this form. This form **must** be submitted to us **at least 15 business days prior to the proposed exam date**. If it is not received 15 days prior to your exam date, you will have to **reschedule** your exam within the designated exam window (specified by the professor).

Student Information		
First Name:	Last Name:	
UT Dallas Net ID:	UT Dallas Email Address:	
Course Prefix & Course ID:	Course Section:	Exam Name:

FOR PROFESSOR OR INSTITUTION ONLY: Thank you for allowing the University of Texas at Dallas Testing Center to proctor this exam for your student. Please fill out the **Professor Information** section below and email to us at tcdl@utdallas.edu. The student will not be able to take this exam without the timely submission of this form. We require this form to be emailed by the professor or institution **at least 15 business days prior to the exam date**. Forms submitted by the student will **NOT** be processed.

Professor Information	
First Name:	Last Name:
Contact Phone Number:	Email Address:
University/College:	Department:

Exam Information			
Exam Window:		Duration:	
Online Exam Instructions	Authorized Materials		Calculator
Online Browser	NO MATERIALS	Blue Book	Non-programmable & not internet accessible
	Scratch Paper	Scantron	Any
External Link	MS Excel	Ruler	UTD TC Calc (TI-30XII)
	MS Word	Other:	Financial
	USB Flash Drive		Graphing
	Open Book	Book Title	Scientific (non-graphing)
	Open Notes	Note Size (all notes will be collected at the end of the testing session)	Other:

TESTING CENTER USE ONLY		
Date Form and Exam Received	Date & Time of Exam Taken	Date Sent to Professor/Institution