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** <u>15 business days</u> **prior to the proposed exam date**. If your application is not received prior to the deadline, you will need to reschedule your exam date within the designated exam window, specified by the professor, or contact your instructor for alternative testing options.

Steps to a Successful UT Dallas Proctored Exam

Step 1	**Student: Fill out <u>Student Information</u> section ONLY.** 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, and email to your professor.
Step 2	**Email the Correspondence Exam Application to the Professor.** The remainder of the form must be completed by the Professor or an Institutional Authority representing your corresponding institution.
Step 3	**Faculty: Fill out the <u>Professor Information</u> & <u>Exam Information</u> Sections** The Professor or an Institutional Authority must complete the designated sections. Incomplete applications **will not** be processed. Students <u>**will not**</u> be able to schedule or take the exam without proper submission of a completed form and exam materials.
Step 4	**Correspondence Application Returned to UT Dallas Testing Center** Only the Professor or an Institutional Authority may email the completed form to the Testing Center. We will **NOT** accept submission from students! The application **must** be submitted <u>15 business days</u> prior to the exam date.
Step 5	**UT Dallas Testing Center Will Review & Process Application(s)** The Testing Center will review and process the completed application(s).
Step 6	**Student Email Confirmation & Seat Reservation** Once all exam materials are confirmed, the Testing Center will send the student an email notification to <u>Reserve a Seat</u> in RegisterBlast at https://ets.utdallas.edu/testing-center. This reservation **MUST** occur **72 hours prior to the exam date**.
Step 7	**Exam & Exam Return** The student **MUST** arrive to test with a UT Dallas Comet ID Card. No Exceptions. All exam documents will be returned via email to the corresponding institution within **1-3 business days** of exam completion.

UTD | Testing Center

UT Dallas Testing Center
Correspondence Exam Application

STUDENT: Completely fill out the **Student Information** section **ONLY** then email this form to your professor to fill out the Professor Information and Exam Information sections. The form **MUST** be submitted by your professor **at least 15 business days prior to the exam date**. You will not be able to take the exam at the UT Dallas Testing Center without the timely submission of this form. If it is not received 15 business days prior to your exam date, you will have to **reschedule** within the designated exam window, specified by the professor, or contact your instructor for alternative testing options.

Forms submitted by the student will NOT be processed.

Student Information	
First Name:	**Last Name:**
UT Dallas Net ID: (Ex: ABC112345)	**UT Dallas Email Address:**
Contact Phone Number:	**Course Prefix & Course ID:**
Course Section:	**Exam Name:**

FOR PROFESSORS ONLY: Please fill out the **Professor Information & Exam Information Sections** below and email the form to **tcdl@utdallas.edu**. **Please note:** Your student will not be able to take the exam(s) without the timely submission of this form. We require this form to be emailed to us **at least 15 business days prior to the exam date**. If there is a paper exam(s) you must submit the exam as a PDF file to **tcdl@utdallas.edu at least 10 business days to prior the exam date** with the University/College Name, Course ID & Prefix, and Exam Name.

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

Exam Information			
Exam Name:	**Type:**	**Date:**	**Duration:**
Exam Name:	**Type:**	**Date:**	**Duration:**
Exam Name:	**Type:**	**Date:**	**Duration:**
Exam Name:	**Type:**	**Date:**	**Duration:**

Exam Instructions and Materials	
Online Exam Instructions	**Authorized Materials**
Browser Type for Exam **URL to Access Exam**	**Book Title:** **Note Size & Quantity:** (Ex: 1 Page 8.5 x 11 Double Sided) **Other Materials Not Listed:**
Special Instructions:	