



## Faculty Guidelines

**Accepting exam reservations for Summer 2019 semester:  
Friday, April 5, 2019 – Friday, June 7, 2019 (Priority Deadline)**

The University of Texas at Dallas Testing Center offers a 300-seat computer lab, providing UT Dallas students access to a comfortable and secure testing environment for exams, quizzes, instructional testing, and assessments. The Testing Center administers online, hybrid, and paper exams.

Faculty, please use the guidelines provided below to ensure your examination is administered within the Testing Center.

**IMPORTANT:** If your student requires special accommodations, please contact the Office of Student AccessAbility at 972-883-2098 or email [studentaccess@utdallas.edu](mailto:studentaccess@utdallas.edu).

### **RESERVING AN EXAM IN THE TESTING CENTER**

**STEP 1:** Go to the Testing Center's website: <https://ets.utdallas.edu/testing-center/>. On the right side, under Testing Center, click on **FACULTY RESOURCES**. Next, click on **FACULTY EXAM RESERVATION INFORMATION** and click on “**create a RegisterBlast account**” to set up a RegisterBlast account. You can also register via this link <https://www.registerblast.com/utdallas/professor/enroll>. Please wait 1 business day for your account request to be approved.

**STEP 2:** Once you have been approved, you may submit your online exam request at <https://www.registerblast.com/utdallas/Professor/Login>.

**PLEASE NOTE:** Exam requests will be reserved on a first-come, first-served basis. (FYI: for academic year 2018-2019, over **92,000** exams were administered)

- Online **Faculty Exam Request Form** must be submitted **a minimum of 3 weeks prior to the scheduled exam**. We strongly encourage faculty to submit their requests **4-6 weeks** prior to the start of each semester.
- Provide alternate dates and times. Due to **limited space**, your original request may not be honored.
- To speed up the approval process, make sure you include all the instructions on the Exam Request Form.

**STEP 3:** Once your Exam Request Form has been submitted successfully via your RegisterBlast account, a staff member will review the information for accuracy and availability. You will receive a confirmation email from the Testing Center within **3 – 5 business days** (Monday – Friday).



**IMPORTANT:** Please drop off (**paper/hybrid**) exam and additional exam materials (**hard copy and copies for entire class**) and provide passwords (if applicable) **at least 10 business days** prior to the scheduled exam.

If exam and additional exam materials are **not** received at **least 10 business days** prior to the scheduled exam **start date**, your exam will be **canceled** and you will have to **reschedule** the exam date. **Due to staff scheduling and administering high volume exams, there will be No EXCEPTIONS!** Please note the exam reschedule date and/or time may not be guaranteed due to other faculty reservations.

**STEP 4:** After receiving an email confirmation, faculty will need to direct students to the Testing Center's website to reserve a seat via this link: <https://ets.utdallas.edu/testing-center>.

- **NO** walk-ins will be allowed.
- Cut-off time for reserving a seat is **72 hours** prior to the scheduled exam end time.
- Students **will not** be admitted without an appointment.
- Students **will not** be admitted without a **PHYSICAL Comet ID Card**.
- In the event that a student **cannot** take an exam in the designated time window, he/she will need to contact their professor directly to make other arrangements.

#### **BEFORE THE EXAM**

Students are encouraged to be thoroughly familiar with the testing procedures before testing. Instructors are expected to direct their students to read the Testing Center's policies and procedures posted on the website under the **STUDENT GUIDELINES** tab.

- **Testing Center Location**  
The Testing Center is located at 3020 Waterview Parkway, SP2 First Floor, Suite 11.175, Richardson, TX, 75080. Please inform your students of our location.
- **Allowable Testing Materials**  
Inform students of the ground rules for the exam. Be specific about what materials (i.e. types of calculators, size/number of allowed notes, etc.) students may bring with them to the exam.
- **Make-up Exams**  
An Exam Request Form for make-up tests must be submitted via your RegisterBlast account and received by the Testing Center **at least 3 business days** in advance of the scheduled exam start-date.
- **Change of Testing Information**  
Any changes in **exam window** and **exam duration** after submitting the exam request via RegisterBlast must be provided to the Testing Center by email to [facultyexamrequest@utdallas.edu](mailto:facultyexamrequest@utdallas.edu) within **5-7 business days** of the scheduled date. You may edit your submission (other than **exam window** and **exam duration**) by logging into your RegisterBlast account.
- **Online Exams on eLearning**



The instructor will deploy exams on eLearning Blackboard early in advance of the exam start date. Please make sure you inform your students where the exam is located in eLearning.

- **Password for Online Exams**

A password is **required** for online and hybrid exams. You have the option to **grant** or **not grant eLearning** team to set or reset your password for every exam. Communications will be sent to each professor at the beginning of each year to elect their preference. Opting in to allow the eLearning team to set/reset your exam password will **save** a lot of time when passwords need to be set or reset. **You will still have access to view your password.** Exam passwords are not shared with students at any time.

We **highly** recommend that you allow eLearning to set and/or reset your password.

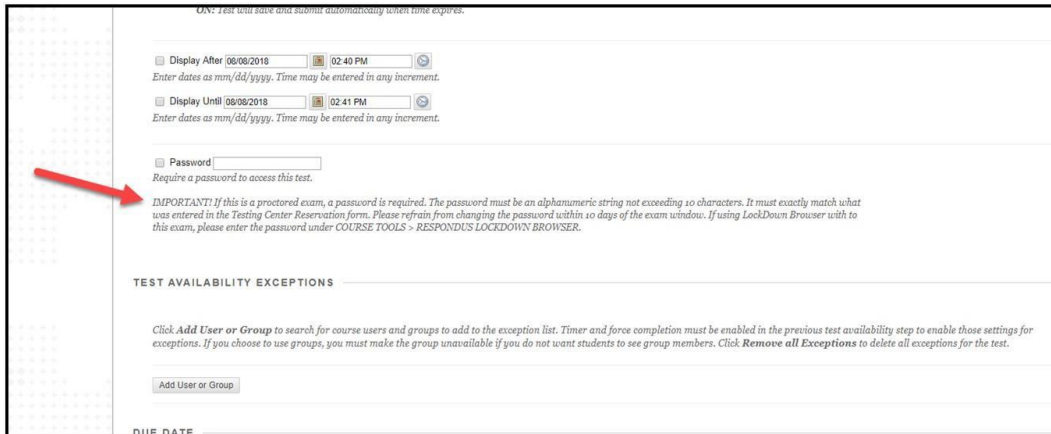
- ✓ **Grant** - gives eLearning permission change the exam settings in eLearning to reflect what was submitted on the form (no exam questions/answers will be altered).
- ✓ **Do Not Grant** – does not give the eLearning team permission to set or reset the password for every exam

To avoid delay in starting the exam for your students at the Testing Center, it is extremely important that the password provided to the Testing Center on the Exam Reservation Form **matches exactly** what you set up in eLearning. Please limit your password to numbers and letters and do not provide more than 10 characters. We request that you **do not change** your **password** within **5 business days** of the exam.

**You will see this in eLearning:**

**IMPORTANT!** If this is a proctored exam, a password **is required**. The password must be an **alphanumeric string not exceeding 10 characters**. It must **exactly match** what was entered in the Testing Center Reservation form. Please refrain from changing the password **within 5 business days** of the exam window. If **Lockdown Browser** will be applied to this exam, please enter the password under **COURSE TOOLS > RESPONDUS LOCKDOWN BROWSER**.

In the below screenshot, you will see the exact location where the above text will be displayed.



OK: Test will save and submit automatically when time expires.

☐ Display After 06/06/2018 02:40 PM  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until 06/06/2018 02:41 PM  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Password  
Require a password to access this test.

**IMPORTANT!** If this is a proctored exam, a password is required. The password must be an alphanumeric string not exceeding 30 characters. It must exactly match what was entered in the Testing Center Reservation form. Please refrain from changing the password within 30 days of the exam window. If using LockDown Browser with this exam, please enter the password under COURSE TOOLS > RESPONDUS LOCKDOWN BROWSER.

TEST AVAILABILITY EXCEPTIONS

Click Add User or Group to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click Remove all Exceptions to delete all exceptions for the test.

Add User or Group

DUE DATE

**PASSWORDS must be set up in eLearning at least 5 BUSINESS DAYS OF THE EXAM START DATE.  
Make sure the password matches what has been submitted to the Testing Center.**

### **TEST ADMINISTRATION PROCESS**

The test will be administered according to the instructions provided on the Exam Request Form (e.g. time allowed, supplementary materials allowed, etc.)

- Testing Materials Brought in by Students**  
 For exams allowing notes, The Testing Center will collect and dispose of the notes, unless otherwise stated by faculty. For open books and/or open notes exams, the students will be instructed not to write in either material. If the student violates this policy, an incident report will be filed and submitted to the instructor.
- Student Restrictions**  
 The Testing Center **will not** administer exams brought in by students, nor should proctoring instruction forms be brought in by students.
- Testing Environment**  
 Students are monitored while testing. The testing environment and its computers are electronically monitored and recorded to include real-time video and screen captures. Exam passwords are not shared with students at any time. All paperwork, including scratch paper, will be collected before the student leaves.
- Policy for General Lab Outages**  
 The Testing Center has emergency plans in place for handling extended outages relating to general power failure, server or network failure, and forced evacuation of the building. Any alternative testing procedure should be included in the course syllabus, such as the availability of make-up exams, extended time, and test resets.



- **Return of Completed Exams**

Exams can be picked up from the Testing Center at least **one business day** after the exam has expired. TAs can pick up exams, but we require the instructor to send an email authorizing the TA by name. The TA will be required to present a photo ID before we release the tests.

## **TESTING OFF-SITE (DISTANCE LEARNING)**

### **Off-Site Testing Centers**

In order to accommodate UT Dallas students who live across the world, the Testing Center serves as the liaison for off-site testing. Please make sure your exam reservation reflects alternative testing date window for distance learning students. You will see this option within the Exam Request form on **question #27**. Please indicate the student's name and the alternative testing date window.

Students must complete a **Proctor Exam Application at least 15 business days** prior to the exam date, which can be found on the Testing Center's website at <https://ets.utdallas.edu/testing-center/proctored-exams/>.

### **LOCKDOWN BROWSER**

Some testing sites are not able to download the UT Dallas Lockdown Browser. Prior to submitting the Proctor Exam Application, students must identify a Testing Center site that can download UT Dallas Lockdown Browser. We recommend you consider setting up an exam in eLearning that **does not require** Lockdown Browser for off-site testing. This will provide more testing site options for students.

### **EXAM PICK UP**

All exams **must** be picked up at **least 10 business days** after the professor has received an email notification that the exam is available for pick-up. After **10 business days**, all exams will be discarded. TAs can pick up exams, but we require the instructor to send an email authorizing the TA by name. The TA will be required to present a photo ID before we release the tests.

## **UT Dallas Student Application Request Option 1: PRIORITY PROCESSING**

**You must complete a Student Application for each exam.**

UT Dallas students are **highly encouraged** to submit their exam requests no later than **JUNE 14, 2019**, for **PRIORITY PROCESSING**. All **Proctor Exam Applications** that are completed and received to the Testing Center by **Friday, June 14, 2019**, will be given **PRIORITY PROCESSING**. All applications received after **Friday, June 14, 2019**, **will not** be given priority; applications will be processed in the order received.



Students are **encouraged** to identify an approved Testing Center to take exams for the entire semester.

**PLEASE NOTE:** Incomplete **Proctor Exam Applications** submitted will **NOT** be processed.

### **UT Dallas Student Application Request Option 2: REGULAR PROCESSING**

Students who do not take advantage of priority processing will have to submit a Proctor Exam Application that reflects **15 business days prior** to exam date (within the professor approved exam window). Proctor Exam Applications not submitted **at least 15 business days prior** to the exam date will **NOT** be processed.

**Important:** To allow time for approval processing and make off-site testing a smooth process, we **highly recommend** your students to submit the Proctor Exam Application during the **first three weeks** of class and schedule exam location after reviewing the syllabus. All priority exam application requests **must be submitted** no later than **June Friday, 14, 2019 for the Summer 2019 semester**.

**We highly encourage faculty to post the Proctor Exam Application process and deadlines in the syllabus to inform students about the Testing Center exam requirements.**

To learn more about this service, please reach out to the Distance Learning Testing Center Specialist at [tcdl@utdallas.edu](mailto:tcdl@utdallas.edu).

### **UT Dallas Student Exam Request Option 3: EXAMITY**

The Testing Center has partnered with **EXAMITY** to meet students' testing needs. **EXAMITY** is a **24/7 proctoring service** that allows UT Dallas students to test from anywhere in the world. The service provides live proctoring and accommodates online, hybrid, and paper exams. To learn more about this service, please reach out to the Distance Learning Testing Center Specialist at [UTDallasExamity@utdallas.edu](mailto:UTDallasExamity@utdallas.edu).

#### **Faculty Steps to Get Started with EXAMITY**

**Step 1:** Retrieve **EXAMITY Faculty Request Form** from the Testing Center's website at <https://ets.utdallas.edu/testing-center/faculty/>.

**Step 2:** Complete the **EXAMITY Faculty Request Form** and email to [UTDallasExamity@utdallas.edu](mailto:UTDallasExamity@utdallas.edu).

**Step 3:** UT Dallas Testing Center will approve **EXAMITY Faculty Request Form** within 2 business days.

**Step 4:** **EXAMITY** will contact faculty to gather information needed to set up the exam. Please allow 2-3 business days.



Please note all communications regarding the details of the exam will be handled solely through EXAMITY. We encourage faculty to submit request at least 2-3 weeks prior to the exam date.

#### **Student's Steps to Access EXAMITY**

**Step 1:** Students click on Examity tool in Blackboard.

**Step 2:** Students are brought to their permission-based Examity student dashboard.

**Step 3:** Students create their Examity profile/register.

**Step 4:** Students schedule for their exam appointment within the window set by the instructor.

**Step 5:** Students are immediately brought to a secure payment page where they can pay after they select their desired day and time within the exam window. EXAMITY accepts all major credit and debit cards.

**Step 6:** Students receive an email confirmation of their appointment details.

**Step 7:** Students take the exam on the scheduled exam date.

**Step 8:** Faculty receives exam results.