



Testing Center Faculty Guidelines

The University of Texas at Dallas Testing Center offers a 300-seat computer lab, providing currently enrolled 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.

When scheduling an exam for your students, please follow these procedures to ensure a smooth testing process.

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.

SUBMIT THE FACULTY EXAM REQUEST FORM online via RegisterBlast

FIRST TIME USER - Create a RegisterBlast account:

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>

RETURNING USER – Already created a RegisterBlast account:

Bypass **Step 1 & 2**, please login to your RegisterBlast account to submit your online exam request directly at <https://www.registerblast.com/utdallas/Professor/Login>

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).

Change of Testing Information after the Exam Request Form has been submitted:

After submitting the Faculty Exam Request Form, you may edit your submission by logging into your RegisterBlast account. However, **please note:** you will **NOT** be able to make changes to these two items: **Exam Date, Exam Duration**. Any updates or changes to these two items must be provided to the Testing Center for approval early in advance to facultyexamrequest@utdallas.edu.

STEP 4: After receiving an email confirmation, inform your students that you have submitted a test to the Testing Center and that they must reserve a seat via the Testing Center website <https://ets.utdallas.edu/testing-center>. **Please noted:**

- Cut-off time for students reserving a seat is **72 hours** prior to the exam start-time.
- Students **will not** be able to register after the 72-hour cut off deadline.
- Students **will not** be admitted without a **PHYSICAL** student ID **Comet 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.

PAPER-BASED EXAMS (100 % Paper/Pencil) or HYBRID EXAMS (Both Online and Paper)

- For each student’s paper-based exam, we must verify that it is the correct exam for the corresponding course, prepare a cover sheet with instructions, code the exams to insure students taking the same exam do not sit next to each other, and file and secure the exams properly.
- Hard copies of exams and additional exam materials for **entire class** must be dropped off at the Testing Center **at least 10 business days prior** to the scheduled exam **start-date**.
- If 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 be required 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.
- **Return of Completed Exams:** Exams can be picked up from the Testing Center the **next 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.

NEW OPTION for PAPER-BASED / HYBRID exams

OPTION 1 (recommended):

Upload exam documents to eLearning for students to reference & have them submit all their answers via Blue Book (which students are responsible for bringing to the Testing Center). Students submit Blue Book upon completion of exam. If you need assistance with this, please reach out to us and we will be happy to provide a quick training session.

OPTION 2:

Students write all answers directly on the exam document that you provide. If you require students to write their answers on documents that you provide, ALL exams and additional exam materials (**paper/hybrid**) must be assembled (copied, in order and stapled) and dropped off (**hard copy & # copies for entire class**) to the Testing Center at least **10 business days** prior to the exam start date.

ONLINE EXAMS

- **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 ALL online and hybrid exams. 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 Faculty Exam Reservation Form **matches exactly** what you set up in eLearning.

*One of the most common issues we see is exam passwords in eLearning not matching what was submitted when the exam registration was completed. When the change of exam password is not communicated to the Testing Center, it results in the student not being able to access their exam until the updated password is obtained.

To help alleviate this, we request that any updates to passwords be made in eLearning **at least 5 business days** prior to the exam start date. Also, please make sure any password changes are **updated in RegisterBlast** and communicated to the Testing Center.

When submitting your exam requests via RegisterBlast, you have the option to **grant** or **not grant eLearning/Testing Center** team to set or reset your password for every exam. Opting in to allow the eLearning team/Testing Center 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 Team / Testing Center to set and/or reset your password.

- ✓ **Grant** - gives eLearning Team / Testing Center 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 / Testing Center permission to set or reset the password for every exam

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

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

Display After 08/08/2018 02:40 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 08/08/2018 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 10 characters. It must exactly match what was entered in the Testing Center Reservation form. Please refrain from changing the password within 10 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.

DUE DATE

TEST ADMINISTRATION PROCESS

The test will be administered according to the instructions provided on the Faculty Exam Request Form (e.g. time allowed, supplementary materials allowed, etc.). Students are encouraged to be thoroughly familiar with the testing procedures before testing. Instructor will inform their students that when they arrive at Testing Center they should know the following information:

- **Testing Center Location**

Please inform your students of our location. The Testing Center is located at 3020 Waterview Parkway, SP2 First Floor, Suite 11.175, Richardson, TX, 75080

- **Procedures for Student Use of Testing Center**

Instructors are expected to direct their students to read the **STUDENT GUIDELINES** to be familiarize themselves with Testing Center's policies and procedures via this link <https://ets.utdallas.edu/testing-center/students>

- **ID Requirement**

Students **MUST** present their **PHYSICAL** student ID **Comet Card** each time to be admitted to test

- **Exam Information**

Student must have the following information:

1. Course Prefix + Course Number + Course Section Number + Exam Name
2. Instructor's Name

- **Allowable Testing Materials**

Please tell your students of the ground rules for the exam. Be specific about what materials students may bring with them to the exam (**matches** what has been submitted to the Testing Center on your Faculty Exam Request Form) i.e. types of calculators, size/number of allowed notes, 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 instructor. For open books and/or open notes exams, the students will retain those items but 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.

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

UT Dallas Student Application Request Option 1: PRIORITY PROCESSING

Student must complete a Student Application for EACH exam.

Students are encourage to review their syllabus during the **first week** of semester and identify an approved Testing Center to take exams for the **entire semester**. UT Dallas Summer Semester students are **highly encouraged** to submit their off-site exam requests no later than **JUNE 14, 2019**, for **PRIORITY PROCESSING**. All **Proctor Exam Applications Form** 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.

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 Form that reflects **15 business days prior** to exam date (within the professor approved exam window). Proctor Exam Applications Form 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 Form 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.

UT Dallas Student Exam Request Option 3: EXAMITY

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.

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.

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.