DISTANCE LEARNING OFF-CAMPUS TESTING
STUDENT CHECKLIST

☐ STEP 1: At the BEGINNING of the semester, check and verify with your professor that you have permission to test at an off-campus testing center.

☐ STEP 2: Review your course syllabus and have your exam dates and times available for Step 3.

☐ STEP 3: FIND a Testing Center that AGREES to proctor the exam for you on the approved exam date and time. Refer to https://www.ncta-testing.org/find-a-cctc-participant for approved U.S. Locations and https://www.britishcouncil.org/exam for approved International Locations.

If you are unable to locate a testing center, speak with your professor if EXAMITY Proctoring is an option. EXAMITY is a 24/7 live proctoring service that allows UT Dallas students to test from anywhere in the world and accommodates online, hybrid, and paper exams.

**DO NOT MOVE ON TO STEP 4 WITHOUT FIRST FINDING A TESTING CENTER**

☐ STEP 4: Complete and submit the online Proctor Exam Application Form at least 15 business days prior to the exam date. (Please Note: Deadlines will be STRICTLY ENFORCED. NO EXCEPTIONS! If you have less than 15 business days you will need to consult your professor directly to discuss other exam options).

☐ STEP 5: After submitting the Proctor Exam Application Form, you will receive a confirmation email. Your off-campus testing center will also receive a Proctor Confirmation Form via an email.

☐ STEP 6: Immediately follow up with your off-campus testing center to ensure that they fill out and submit the Proctor Confirmation Form. (Please note: Your application will NOT be confirmed until this form has been received by UT Dallas Testing Center).

☐ STEP 7: Your part of the process is complete! Your exam instructions and materials will be delivered to your selected testing center 5 - 7 business days prior to your exam date. You will also be notified via email once your exam materials have been sent to your testing center.

☐ STEP 8: All that is left is to show up on your scheduled date and time to complete your exam!

Click here to access the Proctor Exam Application Form: https://go.utdallas.edu/proctor-application

If you have any questions please email us at tcdl@utdallas.edu

BEST OF LUCK ON YOUR EXAM!