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!