SPRING 2022
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/proctoring-network for approved U.S. Locations and https://www.britishcouncil.org/exam for approved International Locations.

NOTE: Honorlock, the online proctoring tool, will **ONLY** be available for fully online courses and for course sections designated as flexible. Courses in the flexible modality are taken by international students who cannot arrive in the U.S. before the first day of classes. Paper exams will require using a physical testing center.

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

☐ **STEP 4:** Complete and submit the online *Proctor Exam Application Form* no later than 15 businessdays prior to the exam date. (NOTE: Submission 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*. (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!