



## Getting Started

Verify with your professor that they allow exams to be taken off-campus. Check your course syllabus carefully to determine what dates your exam is available.



## Locate a Testing Center

Approved testing center locations include university and community college campuses as well as Sylvan Learning.

For students testing outside of the US, contact the [British Council](#) office located in your country.

You are responsible for any proctoring fees charged by your testing center



## Schedule Your Appointment

Contact your desired testing center and request to take your exam there. If they agree to proctor you, schedule an appointment as soon as possible. Some schools may require you to provide additional information such as exam length, required browser or materials allowed. If you are unsure of this information, please contact your professor or send an email to [tcdl@utdallas.edu](mailto:tcdl@utdallas.edu).

Students with approved OSA accommodations should discuss their specific needs with their testing center in advance.



## Submit An Application

**After** you have scheduled your appointment, complete the [Proctor Exam Application](#) located on our [Distance Learning](#) page. You will receive a confirmation email following your submission. Your testing center will also receive an email requesting them to complete the Proctor Confirmation Form.

**Applications MUST be submitted at least 15 business days in advance.** This allows enough time to process your application, confirm your appointment and send exam instructions before your testing date.



## Follow Up

Once your testing center has completed the confirmation form, you will receive another email. If you do not receive this, please contact them to request they complete this as soon as possible.

Exam information is sent 5-7 business days prior to your appointment. If you do not receive a confirmation email within that time, please contact [tcdl@utdallas.edu](mailto:tcdl@utdallas.edu).



## Exam Day

On the day of your exam, you should arrive early enough to find parking, locate the correct building and get checked in. Remember to bring your Comet Card and any materials your professor allows for the exam (such as a calculator, note sheet, etc).

## What If....

### I do not submit my application in time?

Late applications are NOT accepted. Contact your professor to discuss alternative testing arrangements.

### I need to reschedule or cancel my appointment?

Contact your testing center as soon as possible. If you are rescheduling your appointment, verify that your exam will be available on the day of your new appointment.

### I need to change my testing center?

Please contact [tcdl@utdallas.edu](mailto:tcdl@utdallas.edu) as soon as possible so we can confirm your appointment with your new testing center.

### I need to test before or after my exam window?

Talk to your professor to discuss alternative testing dates.

### I can't see my exam in eLearning or the exam password is not working?

Your testing center should contact the UT Dallas Testing center immediately via the contact information in your exam packet.