

Students with an approved testing accommodation from the [AccessAbility Resource Center](#) are able to utilize those accommodations at the UT Dallas Testing Center. Please review the following information prior to your exam appointment.

Scheduling Your Exam Appointment

- **Your professor must first submit your exam request to the UT Dallas Testing Center**
 - Your professor will let you know your exam is available for registration
- **You are responsible for scheduling your exam appointment in [RegisterBlast](#) on the Testing Center website**
 - Appointments must be made at least 48 hours in advance
 - If you do not schedule an appointment in RegisterBlast, you will not be allowed to test
- **Have a copy of your accommodation letter with you each time you come to the Testing Center**
 - A copy of your letter on your phone is acceptable.

Accommodation for Distraction-Reduced Testing

- **The Testing Center has a limited number of partitions available on first come, first served basis**
 - To reserve a partition, send your request to InfoTestingCenter@utdallas.edu
 - Requests must be made at least 3 business days in advance and are subject to availability
- **Sitting in a quiet area of the Testing Room**
 - Inform the staff at check-in that you would prefer to be seated away from other students
 - Please note, this may not be possible during busy times (such as midterms and finals weeks)
- **Earplugs**
 - While checking in for your exam, simply ask our staff for a pair of earplugs

Accommodation for Extended Time on Exams

- **Online Exams – Your professor will add your additional exam time in eLearning**
 - Before starting your exam, check your amount of time on the screen
 - If your time is incorrect, do not click start! Notify a proctor immediately
- **Paper Exams – Your professor will make a note of your additional time on their exam submission**
 - Confirm your additional time with a staff member while checking in for your appointment
- **Scheduling an Exam Appointment with Extended Time**
 - All exams, regardless of time, must be completed by the Testing Center's closing time
 - Schedule your appointment with enough time to accommodate your entire extended time
 - If your exam time will run past our closing time, you will not be admitted to test

Accommodation to Bring a Drink or Food into the Testing Room

- **Bring your drink or food item to the Testing Center in a clear plastic bag**
 - During check-in, you may be asked to show a copy of your Accommodation Letter

Accommodation to Bring a Medical Device into the Testing Room

- **Any student who regularly uses a medical device (such as an insulin pump or Epi Pen) may bring those devices into the Testing Room during their exam**
 - Students who have an accommodation for other medically necessary items should bring a copy of their Accommodation letter with them to check in

Other Approved Accommodations

- **If you have an approved accommodation not listed here, please bring a copy of your accommodation letter with you to the Testing Center**