

# DISTANCE LEARNING STUDENTS

## FALL 2018 TESTING CENTER MEMORANDUM



**NEW REQUIREMENTS TO TAKE EXAMS OFF-SITE**  
**DEADLINES WILL BE ENFORCED**  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

DISTANCE LEARNING STUDENTS will **NO LONGER** be able to wait until the last day to submit Proctor Exam Application. ALL LATE **REQUESTS WILL BE DENIED.**

All Proctor Exam Application request must be submitted at least **15 business days** prior to the exam date or you will need to reschedule for another exam date within the professor approved exam window.

**RESOURCES & FORMS: Testing Center Website:** <https://ets.utdallas.edu/testing-center>

PLAN EARLY TO AVOID DELAYED PROCESSING OR THE CONSEQUENCES OF NOT BEING ABLE TO TAKE YOUR EXAM WITHIN THE APPROVED WINDOW.

**TAKE ADVANTAGE OF.....**

### **PRIORITY PROCESSING PROCTOR EXAM APPLICATION**

**AUGUST 20 - SEPTEMBER 7, 2018** (must complete application for each exam)

- Review your syllabus for exam dates for the entire semester
- Go to UT-Dallas Testing Center website to download Proctor Exam Application ([https://utdallas.qualtrics.com/jfe/form/SV\\_OljReaeaEZa9iTP](https://utdallas.qualtrics.com/jfe/form/SV_OljReaeaEZa9iTP))
- Identify approved Testing Center Site (see UT Dallas Testing Center website)
- Submit completed Proctor Exam Application request by **September 7, 2018.**

### **REGULAR PROCESSING PROCTOR EXAM APPLICATION**

SUBMIT AT **LEAST 15 BUSINESS DAYS** PRIOR TO EXAM DATE (must complete application for each exam)

- Review your syllabus for exam dates for the entire semester
- Go to UT-Dallas Testing Center website to download Proctor Exam Application ([https://utdallas.qualtrics.com/jfe/form/SV\\_OljReaeaEZa9iTP](https://utdallas.qualtrics.com/jfe/form/SV_OljReaeaEZa9iTP))
- Identify approved Testing Center Site
- Submit completed Proctor Exam Application request at **least 15 days** in advance of exam date

### **EXAMITY PROCTORING**

Professor **must** have exam set up and activated within Examity.

The Testing Center has partnered with **EXAMITY** to meet students' testing needs. **EXAMITY** is a **24/7 proctoring service** that allows UT Dallas students to test from anywhere in the world. The service provides live proctoring and accommodates online, hybrid, and paper exams. If the exam is set up and activated, students will see this option within Blackboard. Please ask your professor. Not all professors utilize the Examity platform, therefore this **may not** be an option.