MEMORANDUM

TO: **UT-Dallas Faculty**

FROM: **UT-Dallas Testing Center Staff**

DATE: **September 28, 2018**

RE: **Testing Center Update**

We hope you are having a great semester!

As we move forward, we will be **enforcing the policy** for all exams (**paper/hybrid**) must be dropped off (**hard copy & # copies for entire class**) to the Testing Center **at least 10 days** in advance.

If the Testing Center **does not** receive the exam by the deadline, professors have the option to **reschedule** the exam window or administer your own exam. Please note the following:

- The exam will be cancelled in Registerblast
- The student reservations will be cancelled
- The proposed reschedule exam date **may not** be available and approved by Testing Center Staff. Testing Center **must** ensure we can accommodate the request.
- Faculty **will be** responsible for informing all students about the reschedule date(s)

Please refer to the **faculty guidelines** on the Testing Center website regarding this policy.

Due to **high volume exam administration**, we need exams submitted at least **10 days prior** to the exam window date. We will **no longer** be able to accommodate last minute request. Please note exams dropped off to the Testing Center beyond the deadline, **will not** be accepted.

If submitting the exam by the deadline is challenging for you, we **encourage** you to speak with your assigned elearning specialist to discuss how you can provide on-line testing within Blackboard. On-line testing enables professors to make **last minute** changes to the exam right before the exam begins.

Thanks for your cooperation. We look forward to providing a great testing experience for our UT Dallas students.