



MEMORANDUM

TO: UT Dallas Faculty
FROM: UT Dallas Testing Center Staff
DATE: January 10, 2019
RE: Testing Center Update

Welcome Back & Happy New Year. We hope you had a great break.

PASSWORDS

In efforts to serve students more **efficiently and effectively**, the UT Dallas Testing Center request that all passwords for online exams be updated in eLearning at least **5 business days prior** to the exam start date. Please make sure the password matches what you have submitted to the Testing Center.

Hybrid/Paper Exams

Due to **high volume exam administration**, ALL exams and additional exam materials (**paper/hybrid**) must be dropped off (**hard copy & # copies for entire class**) to the Testing Center **at least 10 business days** prior to the exam start date. We **will not accept unassembled** exams, you must have all exams assembled (copied, in order and stapled). Please refer to the **Faculty Guidelines** on the Testing Center website regarding this policy. Please note exams dropped off to the Testing Center beyond the deadline, **will not** be accepted.

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)

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.

We look forward to working with you this semester!