

DISTANCE LEARNING STUDENTS SPRING 2019 TESTING CENTER MEMORANDUM



**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.**

Each exam requires a separate Proctor Exam Application.
All Proctor Exam Application request must be submitted at least **15 business days** prior to the exam date, you will contact your professor directly to discuss other exam options.

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

JANUARY 14 – FEBRUARY 1, 2019 (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)
- Identify approved Testing Center Site (see UT Dallas Testing Center website)
- Submit completed Proctor Exam Application request by **February 1, 2019.**

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)
- Identify approved Testing Center Site
- Submit completed Proctor Exam Application request at **least 15 business 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.