



Dear Faculty,

Welcome to the summer semester! At the Testing Center, we are constantly working to become more responsive to our customers' needs, and also refine our processes. This semester we will be adding regular Wednesday hours, and we have also implemented a new option that potentially reduces faculty lead time for many paper-based exams. Here are some updates:

MAKING RESERVATIONS

The Online Faculty Exam Request Form (not the exam itself) must be submitted a minimum of **3 weeks prior** to the scheduled exam. This lead time is necessary to insure we are able to schedule ample staff and student workers to proctor your exam. Here is a link to the reservation procedure: <https://dox.utdallas.edu/instruction1131>

HOURS

New Wednesday hours by request!

- Monday, Tuesday, Thursday: 8:30am – 7:30pm
- Wednesday: 3pm – 7:30pm (Midterm: 6/26/19 & Finals: 8/7/19 from 8:30am – 9pm)
- Friday: 8:30am – 5pm
- Saturday: 9am – 1pm

PASSWORDS

One of the most common issues we see is exam passwords in eLearning not matching what was submitted when the exam registration was completed. Generally, this is due to faculty changing the password to protect the integrity of the exam, which is completely understandable. Unfortunately, when this change is not communicated to the Testing Center, it results in the student not being able to access their exam until the updated password is obtained. To help alleviate this, we request that **any updates to passwords for online exams be made in eLearning at least 5 business days prior to the exam start date if at all possible**. Also, please make sure any password changes are updated in RegisterBlast.

HYBRID/PAPER EXAMS

We have a new option for paper/hybrid exams. You asked for a way to reduce the lead time to submit your exams and we listened! We offer around 30,000 paper-based exams each year. Exam integrity and providing a positive testing experience is of the utmost importance to us. For each student's paper-based exam, we must verify that it is the correct exam for the

corresponding course, prepare a cover sheet with instructions, code the exams to insure students taking the same exam do not sit next to each other, and secure the exams properly. This due diligence at intake is necessary but time consuming. Several thousand individual exams often come in at the same time, making it more challenging. One way to get around this time consuming process is by faculty uploading the exam documents to eLearning for students to reference, then having them submit their answers via Blue Book.

Option A (recommended): Upload exam documents to eLearning for students to reference & have them submit their answers via Blue Book to the Testing Center.

If you upload your paper-based exam as a document in eLearning and have students submit their answers via Blue Book (which they are responsible for bringing to the Testing Center), your exam does NOT need to be submitted 10 days prior to the testing window. It is recommended that the exam is uploaded at least 24 hours prior to the beginning of the testing window. If you need assistance with this, please reach out to us and we will be happy to provide a quick training session.

Option B: Students write all answers directly on the exam document that you provide.

If you require students to write their answers on documents that you provide, ALL exams and additional exam materials must be assembled (copied, in order and stapled) and dropped off (**hard copy & # copies for entire class**) to the Testing Center at least **10 business days prior** to the exam start date. Please refer to the **Faculty Guidelines** on the Testing Center website regarding this policy <https://dox.utdallas.edu/instruction1131>. Please note exams dropped off to the Testing Center beyond the deadline, will not be accepted. We will work with you to help find a suitable alternative as best we can.

We do understand that emergencies and special circumstances come up, so makeup exams for one or two students can be arranged on short notice. As always, we appreciate your feedback - please do not hesitate to reach out to us if you have a concern or suggestion. We look forward to working with you this semester!