

Dear Faculty,

Welcome to the Fall 2019 semester! Here at the Testing Center, we are constantly working to improve the testing experience for faculty and students. You made suggestions and we listened. This semester, we have introduced a paper-based testing option that substantially reduces the lead time necessary for faculty submitting their exams. We also expanded testing hours to include Wednesday evenings. We will be offering tours of the Testing Center to students throughout the semester to help them become comfortable with the facility and processes. Additionally, the most excellent folks at the SP/N Gallery will be installing art in the facility in the near future.

As this semester will be our busiest one yet, we would like to offer a few reminders and suggestions to ensure a smooth testing experience.

## HOURS

Please note, that we are now open Wednesday evenings!

- Monday, Tuesday, Thursday, Friday: 8:30AM – 9:00PM
- Wednesday: 5PM – 9:00PM
- Saturday: 9AM – 1PM
- 10/9/19 (Wednesday of Midterm Week): 8:30AM – 9PM
- 12/4/19 (Wednesday of Finals): 8:30AM – 9PM
- Final Exams Week: 12/9/19 – 12/13/19 : 8:30AM-10:00PM

## MAKING RESERVATIONS

The “**Faculty Exam Request Form**” must be submitted a minimum of **3 weeks prior** to the scheduled exam. We do understand that emergencies happen, so make-up exams for 1 or 2 students can be arranged. Please review our reservation procedures from more information at <https://dox.utdallas.edu/instruction1131>.

## PASSWORDS

One of the most common issues we see are exam passwords in eLearning not matching what was submitted on RegisterBlast. When this change is not updated in RegisterBlast, it creates delays in testing for your students. To alleviate this, we request that any updates to passwords made in eLearning be done **at least 5 business days prior to the exam start date AND that the password be updated in Registerblast.**

## PAPER/HYBRID EXAMS

You asked for a way to reduce the lead time for your paper/hybrid exams and we listened! **We have a new option this semester.** Please review our reservation procedures from more information at <https://dox.utdallas.edu/instruction1131>.

**NEW OPTION (RECOMMENDED):** Upload your exam documents to eLearning for students to reference and have them submit their answers in a student supplied Blue Book to the Testing Center.

- If you utilize this option, you do **NOT** need to submit your exam 10 business days prior to the exam start date. If you need assistance uploading your document(s), please reach out to us and we will be happy to provide a quick training session.

**ORIGINAL OPTION:** We still offer the original option, where the students write all answers directly on the exam document that you provide to the Testing Center **10 business days prior** to the exam start date.

- If you utilize this option, ALL exams and additional exam materials must be assembled (copied for the entire class, in order, and stapled) and dropped off to the Testing Center at least **10 business days prior** to the exam start date.
- Please note, exams dropped off to the Testing Center **AFTER** the deadline, will **NOT** be accepted. We will work with you to try and find a suitable alternative, as best we can.

## **STUDENTS**

Please remind your students to register for their exams at **minimum** 72 hours (3 full days) in advance for your exams.

- As this is our busiest semester yet, **WALK-INS ARE NOT RECOMMENDED.**
- We **DO NOT GUARANTEE** a seat for walk-in students, as seating will be limited without an appointment the student may not be able to test, especially as the semester progresses.

Refer your students to the Testing Center Student Guidelines (<https://ets.utdallas.edu/testing-center/students/>) for a list of items that are not allowed into the Testing Center. Exceptions will **NOT** be made! Students are **REQUIRED AND MUST** have their **PHYSICAL** Comet Cards in order to test, **NO EXCEPTIONS.**

As always, we appreciate your feedback - please do not hesitate to reach out to us if you have any questions, concerns, or suggestions. We look forward to working with you this semester!