

PROFESSOR CONSULTATION

Schedule a Professor Consultation

Schedule a professor consultation to make the testing experience easier for you and your students! A Testing Center staff member will sit down with you and show you what steps need to be taken to successfully administer an exam at the Testing Center. Each consultation will be in the SP2 Testing Center's office, 1st floor, Room 11.175.

What information will we go over during the Professor Consultation?

The topics covered in the consultation are largely up to you; however, here are some topics that we will emphasize during the consultation.

- How and when to send an exam submission to the Testing Center to schedule an exam
- What type of exams the Testing Center delivers
- Required exam settings
- On/Off campus testing
- Test Aids
- The responsibility of Testing Center Staff

Request a Consultation

- To request a one-on-one consultation, please email us directly at FacultyTC@utdallas.edu, and a staff member will work with you to find a convenient meeting time.