Faculty Guidelines
UT Dallas Testing Center

Welcome to the UT Dallas Testing Center! The Testing Center is a technologically advanced computer lab with 158 computers supporting an array of courses for UT Dallas computer-based quizzes and exams.

**Testing center is not accepting PAPER exams that contain 100% multiple choice questions, except** for the followings:
1) make-up exams
2) students who test through the Office of AccessAbility (OSA)
3) (NON-multiple-choice) exams such as MATH exams that cannot be developed online in the required format

eLearning team is available to assist with the transition of all exam types from paper-based to computer-based format. Please contact eLearning Director, Darren Crone for an in-person tutorial on setting up quizzes and exams in eLearning. Darren can be reached at Darren.Crone@utdallas.edu, or 972-883-4826

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**IMPORTANT INFORMATION FOR FACULTY REQUESTING EXAMS**

- **Exam request** – Before we can test any of your students, you must complete the online Faculty Exam Reservation Form for each test sent to the Testing Center. To most efficiently utilize Testing Center facilities and available staff, the form must be received **minimum of 2 weeks** prior to scheduled exam start-date.

- **Exam request confirmation** – The Exam Request Form will be reviewed upon receipt and a confirmation email will be sent to the instructor. The instructor will then direct the students to reserve a seat with the Testing Center at www.utdallas.edu/studentsuccess/testingcenter. No walk-ins are allowed.

- **Class roster** – Please attach an alphabetized class roster to your Reservation Form.

- **Change of testing information** – Any changes in deadlines or test information after submitting the form must be provided to the Testing Center by email sfl130030@utdallas.edu.

- **Test administration process** – The test will be administered according to the directions provided on the Reservation Form (e.g. time allowed, supplementary materials allowed etc.)

- **Testing materials brought in by students** – For computer-based exams allowing notes and/or cheat sheets, the Testing Center will collect and dispose of the notes/cheat sheets. For paper exams (NON MULTIPLE-CHOICE) allowing notes and/or cheat sheets, the Testing Center will collect and attach the student’s notes/cheat sheet to the exam. For exams allowing open books and open notes, the students may retain their books and notes, but will be instructed to not write in either materials, or an Incident Report will be filed and submitted to the instructor.

- **Delivery of Exams to the Testing Center** – For make-up exams (not more than 10 students), instructor may email to sfl130030@utdallas.edu, or hand-deliver exams to Testing Center at: Student Success Center, Testing Center, Basement of McDermott Library, MC 1.401. For entire class testing you must
hand-deliver the exam copies at least 2-3 business days prior to the scheduled exam start-date.

- **Student Restrictions and Responsibilities** – The Testing Center will not administer exams brought in by students, nor should proctoring instruction forms be brought in by students.

- **Before the Exam** – To avoid upset and unneeded trouble, it is imperative that students be thoroughly familiar with the testing procedures before testing. Instructors are expected to direct their students to read the Testing Center policies and procedures posted on the website under **Student Resources**.

- **Testing Center Location** – Let students know the Testing Center is located in the basement of the McDermott Library, Room 1.401, and that a photo ID (we ask for UTD Comet Card) is required.

- **Allowable Testing Materials** – Inform students of the ground rules for the exam including: being specific about what materials (type of calculators, size/number of cheat-sheets etc.) students may bring with them to the exam.

- **Testing Environment** – Students are monitored while testing. The Testing environment and its computers are electronically monitored and recorded to include real-time video and screen captures. Exam passwords are not shared with students at any times. All paperwork, including scratch paper, is collected before student leaves.

- **Upon completion of exam** – The test will be returned by the method indicated on the reservation form preferably the next business day after the test was administered. If a test needs to be received immediately after administration, instructors should specify this and request to pick up the exam or have the exam emailed. TA’s or student workers can pick up exams, but we require the instructor send a note authorizing the TA/student worker by name, and we will require them to present photo ID before we can release the tests.

- **Policy for General Lab Outages** – The Testing Center has routines in place for handling extended outages relating to general power failure, server or network failure and forced evacuation of the building. Any alternative testing procedure should be included in the course syllabus, such as the availability of make-up exams, extended time, and test resets.

- **Academic Integrity & Test Irregularity** – All incidents of suspected cheating will be documented utilizing but not limited to, visual accounts, digital video camera recordings, and screen captures. Testing center personnel work diligently to protect academic integrity. Any alleged violations of academic dishonesty will be referred to the instructor and the Office of Student Judicial Affairs for appropriate course action.

- **Copyright Issues** – Instructors who utilize the testing center are responsible for all materials used in the creation of online tests to be sure that there is no copyright infringement.

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For a review of test administration process or if you have any questions, please contact:

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Sr. Testing Specialist  
[Sou.leaney@utdallas.edu](mailto:Sou.leaney@utdallas.edu)  
Phone: 972-883-6734  
Fax: 972-883-6379

**Student Success Center, Testing Center**  
Basement of the McDermott Library, Room MC 1.401  
800 W. Campbell Road, Richardson MC 24, TX 75080  
Phone: 972-883-2460, 972-883-5497  
Fax: 972-883-6739