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.

Over the last three years, the Testing Center has gone from a few thousand exams a year to proctoring over 40,000 exams annually. Due to the tremendous growth of computer-based exams, and in an effort to enhance test security and efficient services, the Testing Center will only be able to administer computer-based exams beginning Fall 2015.

**We will no longer administer paper-based multiple-choice exams beginning fall 2015.**

The only exceptions for paper-based exams are:
1) Make-up exams
2) Students who test through the Office of AccessAbility
3) NON-multiple-choice exams that cannot be developed online in the required format

The eLearning team is available to assist with the transition of all exam types from paper-based to a computer-based format. Please contact eLearning Training and Support Manager, Roopa Chandrasekhar for an in-person tutorial on setting up quizzes and exams in eLearning. Roopa can be reached at Roopa.Chandrasekhar@utdallas.edu, or 972-883-2783.

**IMPORTANT INFORMATION FOR FACULTY REQUESTING EXAMS**

- **Exam request** – Before any student can be tested, the online Faculty Exam Reservation Form must be completed and submitted for each test at least 2 weeks prior to the scheduled exam start-date.

- **Exam request confirmation** – The Exam Request Form is reviewed upon receipt and a confirmation email is 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 the Reservation Form.

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

- **Test administration process** – Tests 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 materials. For paper exams (NON MULTIPLE-CHOICE) allowing notes and/or cheat sheets, the Testing Center will collect and attach the student’s materials to the exam. For exams allowing open books and open notes, the students may retain their books and notes, but are instructed to not write in either, or an Incident Report will be filed and submitted to the instructor.
• **Delivery of Exams to the Testing Center** – Instructor should hand-deliver exams to Testing Center, Basement of McDermott Library, MC 1.401

• **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 encourage a positive experience, it is imperative that students be thoroughly familiar with the testing procedures beforehand. Please direct students to read the Testing Center policies and procedures posted on the website under the [For Students](#) link.

• **Testing Center Location** – Please let your students know the Testing Center is located in the basement of the McDermott Library, Room 1.401, and that a photo ID (preferably the UTD Comet Card) is required.

• **Allowable Testing Materials** – Inform students of the ground rules for the exam, specifically what materials (type of calculators, size/number of cheat-sheets etc.) they may bring with them.

• **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 students leave.

• **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 it emailed. TA’s or student workers can pick up exams, but the instructor must send a note authorizing the TA/student worker by name, and they must present photo ID before the tests are released.

• **Policy for General Lab Outages** – The Testing Center has a plan 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 are documented using methods including, 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 are 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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Fax: 972-883-6379

**Student Success Center, Testing Center**  
Basement of the McDermott Library, Room MC 1.401  
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