Thank you for contacting the UT Dallas Testing Center. As a currently enrolled UT Dallas student you are permitted to utilize the UT Dallas Testing Center, without charge, to take proctored exams from other universities.

We need some further information in order to facilitate the testing procedure. When you respond with the form completed, please copy (“cc”) the instructor or the appropriate testing center representative in on the email response. This ensures that the appropriate people are aware that you intend to test at the UT Dallas Testing Center. Please make sure to put a specific date you intend to test. We will need to confirm your proposed exam schedule date or contact you to set up a more appropriate date for you to come in to test.

Please provide the following:

Student’s Name: ____________________________________________
Degree Program: _____________________________________________
Student’s Daytime Phone: _____________________________________
UTD Email Address: __________________________________________
Exams to be proctored (e.g. Exam 1, Final Exam, etc.): ______________
Course Name (e.g. ACCT6335 Ethics): _____________________________
Proposed Exam Schedule (specific) Dates and Times: _______________
Professor: _____________________________________________________
Professor’s Email: _____________________________________________
Professor’s Phone: _____________________________________________

Thank You!

***NOTICE - If your exam is on paper, please check with your instructor/testing center to see if your completed exam will need to be returned via mail, rather than sent via email. If so, you will need to bring a prepaid 8.25” x 11.75” (USPS, FedEx, DHL, UPS) envelope with a tracking number. ***