

AddRan College of Liberal Arts
Testing Center Procedures

SCHAR 4015 will be used as a testing center during limited hours each week. This center is an option for use only by students who miss exams for official TCU absences. Students who require accommodations as documented by Access and Student Accommodations will now use the Centralized Accommodated Testing Center. For information on the Centralized Accommodated Testing Center visit the Provost's website here. <https://provost.tcu.edu/faculty-resources/centralized-accommodated-testing-spaces/>

INSTRUCTORS

1. Use of the testing center is at the instructor's initiative only. Instructors must make a reservation for each test through the online appointment system at <https://reserve.tcu.edu/TestCenters/> (If you teach in any other colleges, you may have access to their calendar as well. Please be sure to choose AddRan if you have more than one option.) Instructors must make reservations by **9:00 a.m. on the day prior to the scheduled exam time and the exam must be delivered to the dean's office the day before the test. *Exams for Mondays must be reserved by 9 am on Fridays*** Space is limited to a maximum of 12 students at any one time.
2. One PC laptop and headset may be reserved for students taking language exams.
3. It is the instructor's responsibility to communicate the testing time, location, and all exam instructions to the student. The instructions must be clear enough to follow easily in the instructor's absence.
4. Instructors should also provide the testing center rules to the student before the exam. The testing center rules are posted on the AddRan website under faculty resources> policies and procedures: <https://addran.tcu.edu/faculty-resources.php#accd20e78-policies--procedures>
5. The instructor should print out the coversheet emailed to them with the appointment confirmation and turn in to their department Administrative Assistant at least one day prior to the test time. **This coversheet is required for both hard copy exams and online exams.**
6. The instructor should also provide to their department Administrative Assistant, along with the coversheet, at least one day before the scheduled exam time:
 - a hard copy of the exam (if the exam is not online)
 - a blue book, scantron, or other necessary test-taking material
 - a calculator, if the student is allowed to use one *the center has simple calculators on hand
7. The instructor is responsible for retrieving the exam from their department Administrative Assistant. Completed tests may not be available for pickup until the following day after the exam was scheduled depending on the testing center hours for that day. Unless otherwise arranged, pickup should be no more than 2 business days after the student was scheduled for the exam.

PROCTORS

1. Proctors will collect exams and other related materials before the start of each testing session from the AddRan Dean's office.
2. Proctors will check each student's ID or valid driver's license and distribute the testing material.
3. Proctors will ensure that prohibited devices (smart watches, phones, etc.) are packed away and out of view, and that backpacks and purses are stored at the front of the room during the administration of the exam. Calculators may be allowed *only* if instructor has included written permission and provided one for student's use.
4. Proctors will collect the test at the conclusion of the designated time.
5. Proctors will return completed tests and other materials to the Dean's office for safekeeping at the conclusion of the exam.

STUDENTS

1. Students must present their ID to the proctor. Tests will not be administered unless students present their student ID or driver's license.
2. Students must arrive on time; they will not be allowed to enter the testing center later than 15 minutes after their scheduled exam time. Students who arrive later than this will not be permitted to take the test and must reschedule with their instructor.
3. All work is to be completed during the allotted time. Students will turn in all test materials when finished or immediately upon request of the proctor.
4. Students should assume the instructor will not be present and cannot be consulted during any portion of the exam.
5. Students who have a question on their test may complete a designated form, which will be submitted with the test.
6. Students will not be permitted to leave and return to the testing center while taking examinations.
7. Electronic devices, including smart phones and watches, are not permitted. They should be placed in backpacks or purses, which will be stored at the front of the room during examination administration.
8. Students may not bring snacks or drinks into the testing center.
9. Students may be dismissed from the lab for inappropriate behavior (evidence of cheating, disrespecting proctor or test lab rules). The instructor and the Dean's office will be notified immediately if this happens.