

Testing Administration Center

Policies and Procedures



701 West Campus Blvd
Disability Services @ White Creek
(979) 862-4570
(979) 458-1214 FAX

testadmin@tamu.edu

<http://tracker.tamu.edu/online>

<http://disability.tamu.edu/TAC/video>

Hours of Operation

Fall and Spring semesters
Monday – Thursday 8 am – 7:30 pm
Friday 8 am – 6 pm

Summer and Intersession

Monday – Friday 8 am – 5 pm

Managing Exams with TrackerOnline

TrackerOnline allows students to schedule, make changes, add, and cancel exam dates. Log into TrackerOnline (<https://tracker.tamu.edu/online>) using your NetID and Password. After you have logged in, select the Exams tab at the top of the page.

Scheduling Exams

1. Under the Exams tab, select **Add Exam Schedule** for each course that you will be taking exams in the TAC.
2. Fully complete the online Exam/Quiz Schedule Form by filling out the instructor contact information, exam details, and special testing needs (i.e. computer for essay, reader).
 - Schedule your exams and quizzes at the same time as your class unless there is a conflict.
 - Select the length of time that the class will have to complete the exam or quiz. Tracker automatically adds the extra time once the form is submitted.
 - Check the appropriate boxes to indicate if you are taking the exam or quiz on the same date and at the same time as the rest of the class.
 - Click on **Add Another Exam** to add *all* of the exams or quizzes for that specific class.
 - When entering your final exam date, select the correct length of time. Standard length for final exams is 2 hours.
 - The **Special Testing Needs** section will only appear if you have been approved for a computer for essay, reader, scribe or other special accommodations. Uncheck any accommodation listed that does not apply to the course you are currently scheduling.
 - Under **Computer Needs**, include any information about the use of a computer, software, or listening device that is required for your class.
3. Click **Submit** once you have completely filled out the Exam/Quiz Schedule Form.
4. On the Exams tab, click on **Print This Page**. The printout is your Exam/Quiz Schedule form, which lists all of the exams or quizzes you entered into TrackerOnline.
5. Take the Exam/Quiz Schedule Form to your instructor who will initial next to each exam date, sign and date at the bottom of the form.
 - The signed and completed form must be returned to the TAC to procure a space in the testing center. Entering your exams into TrackerOnline is not sufficient for scheduling your exams.
 - If you or your instructor decide to make changes to the printed exam, you can handwrite those changes on the printed form and have your instructor initial each change
6. Use one of the following methods to submit your completed Exam/Quiz Schedules to the TAC. Exam/Quiz Schedules must be turned in to the TAC by the deadline (or earlier):
 - Hand deliver the form to the TAC
 - Fax to (979) 458-1214
 - Scan and e-mail to testadmin@tamu.edu

Deadlines

Schedule *all* of your exams and quizzes at the beginning of the semester. Signed Exam/Quiz Schedule forms, exam addition requests, and exam change requests must be submitted by the deadline (or earlier).

The Fall & Spring semester deadline is **5 business days** before scheduled exam or quiz. For example, if your instructor is giving the exam or quiz on Wednesday, you must submit your signed Exam/Quiz Schedule Form no later than the Wednesday before the exam or quiz.

The Summer semester deadline is **2 business days** before the scheduled exam or quiz.

The end of semester deadline is **approximately 2 weeks before finals**. Check your TrackerOnline homepage calendar for TAC deadlines.

Schedule *all* exams at the beginning of the semester to avoid scheduling confusion.

Missed Deadline

If you miss the deadline to schedule an exam or quiz with the TAC, you may do one of the following:

1. Ask your instructor to postpone the exam or quiz to a different day that allows you to meet the TAC deadline. You will need to resubmit the request through TrackerOnline. Instructors are not obligated to postpone the date of the exam or quiz.
2. Ask your instructor to provide your accommodations for your exam or quiz. Instructors are not obligated to provide testing accommodations if the deadline is missed.
3. Take the exam or quiz in the classroom without accommodations.
4. If you missed the deadline due to an extenuating circumstance that was beyond your control, send an e-mail to request an exception to the deadline. Requests are considered on a case by case basis. The TAC staff will respond to your request via e-mail. Format your e-mail request as follows:

To: testadmin@tamu.edu

CC: Instructor; assigned Access Coordinator

Subject: Missed Deadline/Late Request

Body of e-mail should include:

Student's name

Class

Instructor's name

Requested exam date

Has the request been discussed with the instructor?

Reason for the request

Make Up Exam Scheduling

Students are responsible for scheduling make up exams according to the instructor's make up policy and the Student Rules <http://student-rules.tamu.edu/rule07>. Speak with your instructor before attempting to reschedule an exam with the TAC.

- If the new date meets the TACs deadline (5 business days advance notice in the Fall and Spring semesters), submit an **Add Exam** request through TrackerOnline.
- If the new date is less than the required deadline, send the TAC an e-mail request. Your e-mail should be formatted in the same manner as the missed deadline request

To: testadmin@tamu.edu
CC: Instructor; assigned Access Coordinator
Subject: Make Up Request

Body of e-mail should include:

Student's name
Class
Instructor's name
Requested exam date
Has the request been discussed with the instructor?
Reason for the request

Exam Change Request

1. Under the Exam tab, select **Exam Change Request**.
2. Make the changes, state the reason for the request, and click **Send Request**.
3. TrackerOnline will automatically send a notice to the TAC and to your instructor for approval. You do not need to print a form or gather any signatures for these types of changes.
4. Check your e-mail for a response from the TAC.
Note: All exam change requests must be made by the scheduling deadline. Speak with your instructor before you attempt to submit a change request.

Add an Exam Request

1. Under the Exams tab, select the **Add Exam** button to add a new exam. Selecting to Add Exam will not replace any previously scheduled exams that may need to be cancelled.
2. Make the additions and click **Submit**.
3. TrackerOnline will automatically send a notice to the TAC and to your instructor for approval. You do not need to print a form or gather any signatures for these types of changes.
4. Check your e-mail for a response from the TAC staff.
Note: All exam addition requests must be made by the exam and quiz scheduling deadline.

Cancelling Exam/Quiz Dates

1. Under the Exams tab, select **Exam Cancellation Request**.
2. Select the exam date that needs to be cancelled, state the reason, type your initials and click **Send Request**.
3. TrackerOnline will automatically send a notice to the TAC and to your instructor for approval.
4. Check your e-mail for a response from the TAC staff.

Test Day Policies

- Book bags and possessions will need to be placed in the bins. Do not leave items on the floor anywhere other than the designated bins as it blocks the walkways.
- Supply your own exam materials, just as would be expected in class. (This includes scantrons, calculators, pencils, etc.)
- The temperature in the TAC tends to be cold. Please plan to dress appropriately so that you can be comfortable in the testing room.
- You may begin your exam up to 15 minutes prior to the scheduled time, otherwise you need to be on time for your exam or quiz. If you arrive more than 15 minutes late, the TAC will not be able to

administer the exam. Students who arrive late may be instructed to take the exam in the classroom or to reschedule the exam with the instructor.

- Present your valid photo ID (i.e. driver's license, student ID) to the TAC staff.
- Surrender your cell phone to be kept by TAC staff during your exam. During finals students may be asked to store cell phones in their backpack.
- You will be assigned a testing location and a specific seat.
- Once your testing time begins, it will not be stopped unless there are extenuating circumstances that will need to be discussed with the TAC staff or your Access Coordinator.
- Ask proctors for clarification when you are concerned with a question or instructions. Material deemed related to course content will not be discussed.
- Plan to complete your exams during your approved testing time, including filling out your scantron.
- During busy testing days and finals, the TAC is not able to accommodate all exams in our testing rooms and will use various locations across campus. Students will be notified via e-mail of alternate testing locations.

Items Not Allowed in the Testing Rooms

- Cell phones or other electronic devices
- Hats, backpacks, or bags
- Food or drink with the exception of water in a see-through bottle

Academic Integrity

- The TAC upholds the highest standards of academic integrity.
- Any conduct violations or academic misconduct will be reported to your instructor and to the Aggie Honor System Office.
- The TAC is monitored by TAC staff, proctors, and surveillance cameras to ensure that students are acting in a way that upholds the academic integrity expected of all students.

Code Maroon Voice Announcements

In the event of an emergency situation and/or a Code Maroon alert:

- Emergency messages may be announced over speakers in the TAC.
- The administrator or proctor will come into the TAC to notify students of the situation and give further directions or instructions.