

# Testing Administration Center Reference Guide



## Training Video

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

Students are responsible for following all testing deadlines, policies, and procedures included in the Testing Administration Center (TAC) training video and listed in this reference guide.

## TrackerOnline

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

TrackerOnline allows students to create exam schedules, view exam schedules, and make changes.

## Scheduling Exams

1. Use your syllabus to enter your exam schedule for each of your classes in TrackerOnline.
  - o Refer to the TAC Training Video for detailed instructions on how to schedule exams.
2. Click submit, then print the signature form.
3. Meet with each of your instructors to review, sign, and initial the signature form.
4. Turn in the signed exam schedule to the TAC before the deadline. You can either:
  - o Hand deliver
  - o Email or scan a photo to [testadmin@tamu.edu](mailto:testadmin@tamu.edu)

**Note: The signed and completed form must be returned to the TAC. Entering your exams into TrackerOnline is only the first step and does not schedule your exams.**

## Deadlines

Schedule *all* of your exams and quizzes as soon as possible. Completed signature forms, additions, and change requests must be submitted before the following deadlines:

Fall and Spring semester → **1 full week**

Summer semester → **2 business days**

Last day to schedule exams and finals for the Fall and Spring semester is **approximately 2 weeks before finals**. Check TrackerOnline homepage calendar for the end of semester deadline.

## Items Not Allowed in the Testing Rooms

- ⊗ Phones, smart watches, tablets, or other electronic devices
- ⊗ Hats, backpacks, or bags
- ⊗ Calculator lids
- ⊗ Food or drink with the exception of water in a see-through container

## Academic Integrity

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

## Test Day Policies

- Place bags and possessions in the cubicles. Do not leave items on the floor or block walkways.
- Supply your own exam materials. This includes scantrons, calculators, pencils, etc.
- Start your exam on time. 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.
- Submit phone(s) to the TAC staff at check in. During finals students may be asked to store cell phones in their backpack.
- You will be assigned to a testing room and seat.
- You must consult the testing administrator immediately if you need to stop the exam. Once your testing time begins, it will not be stopped unless there are extenuating circumstances.
- **Ask proctors for clarification when you are concerned with a question or instructions.**
- **Complete your exams during your approved testing time, including filling out your scantron.**
- The testing rooms may be cold. Plan to dress appropriately so that you can be comfortable.
- 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. Impacted students will be notified before each exam or final.

## Hours of Operation

	Fall and Spring	Summer and Breaks
Monday - Thursday	8am – 9pm	8am - 5pm
Friday	8am - 5pm	8am - 5pm

## Contact Information

Disability Services  
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[testadmin@tamu.edu](mailto:testadmin@tamu.edu)