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. In TrackerOnline go to the Exams tab, then click Exams by Class.
2. Using your syllabus, add your exam schedule for each of your classes.
   - Refer to the TAC Training Video for detailed instructions on how to schedule exams.
   - Plan to take your exam at the same time as the rest of the class.
3. Save, confirm, and print the signature form.
4. Meet with each of your instructors to review, sign, and initial the signature form.
5. Turn in the signed exam schedule to the TAC before the deadline. You can either:
   - Hand deliver
   - Email a scan or photo to 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 your TrackerOnline homepage calendar for the end of semester deadline.

Items Not Allowed in the Testing Rooms

Items that are not essential for completing the test including but are not limited to:
- Calculator lids
- Food or drink with the exception of water in a see-through container
- Hats, backpacks, or bags
- Phones, smart watches, tablets, or other electronic devices
Academic Integrity

- Test takers are monitored by surveillance cameras, staff, or room proctors in order to promote the academic integrity expected of all Aggies.
- Academic misconduct and conduct violations will be reported to the course instructor and to the Aggie Honor System Office.

Test Day Policies

- All items that are not essential to completing the test are not allowed in the testing rooms and should be placed in the designated area. Consider leaving valuable items at home. 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.
- **Ask the check-in staff when you are concerned with a test question or instructions.**
- 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.
- **Complete your exams during your approved testing time, including filling out your scantron.**
- Return all exam pages and scratch paper to the check-in staff. Students will not be allowed to keep testing materials without written instructions from the course instructor.
- 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. Impacted students will be notified before each exam or final.

Hours of Operation

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<thead>
<tr>
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<th>Fall and Spring</th>
<th>Summer and Breaks</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8am – 9pm</td>
<td>8am - 5pm</td>
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<tr>
<td>Friday</td>
<td>8am - 5pm</td>
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<tr>
<td>Finals</td>
<td>8am – 8pm</td>
<td>8am – 8pm</td>
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</tbody>
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Contact Information

(979) 862-4570 (v/relay) **Scheduling Questions**
(979) 458-1102 (v/relay) **Check-in Desk**
(979) 458-1214 Fax

testadmin@tamu.edu