Testing 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 Center (TC) 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

Students are responsible for scheduling exams with the TC. Refer to the TC Training Video for detailed instructions.
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.
   - Plan to take your exam at the same time and date as the rest of the class.
   - Enter ALL exam dates including the final to avoid scheduling confusion.
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 TC before the deadline. You can either:
   - Hand deliver
   - Scan and email schedule to testadmin@tamu.edu (scanners are available at OALs or use free phone apps such as Office Lens, CamScanner, etc.).

Note: The signed and completed form must be returned to the TC. 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**

End of semester deadline → **approximately 2 weeks before the first day of finals.** Check TrackerOnline Upcoming Events for the last day to schedule exams and finals.

Items Not Allowed in the Testing Rooms

Items that are not essential for completing the exam 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. Recordings from surveillance cameras may be reviewed by staff at any time.
- Academic misconduct and conduct violations will be reported to the course instructor and to the Aggie Honor System Office.

Exam Day Policies

- All items that are not essential to completing the exam 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 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 TC staff.
- Submit phone(s) to the TC 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. If you need to leave the testing room for any reason, please check in with the TC staff.
- Ask the check-in staff when you are concerned with an exam question, instructions, or testing environment.
- You must consult with the check in staff 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.
- Testing rooms may be cold. Plan to dress appropriately so that you can be comfortable.
- During busy testing days and finals, the TC 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

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

Contact Information

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

testadmin@tamu.edu