**Hours of Operation (subject to change)**

<table>
<thead>
<tr>
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<th>Fall 2020</th>
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<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8am – 9pm</td>
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<tr>
<td>Friday</td>
<td>8am – 5pm</td>
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</tbody>
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**Online (Zoom) versus In-Person Exams**
The Testing Center (TC) will be available for in-person testing as well as Zoom proctoring. Students can schedule exams with the TC if it’s a manner that’s consistent with the course requirements (not just the student’s preference).

Students should schedule exams with the Testing Center IF:
- Course exams are administered online, require a proctor, AND the instructor is unable to provide a student’s testing accommodations (i.e. extra time or test reader).
- Course exams are administered in person AND the instructor is unable to provide a student’s testing accommodations.

**Scheduling Exams - Students**
Due to the safety of our students, faculty, and staff no paper exam schedules will be accepted. Students will email their exam schedules to the TC AND to instructors. Ideally, students should only schedule exams after they find out if they will need a test proctor (either Zoom or in-person) and have finalized their schedule. Students are responsible for scheduling exams with the TC. Refer to the [TC Training Video](#) for detailed instructions.

**Steps**
1. Enter exam dates in TrackerOnline and generate an exam schedule. Sign up for a time that overlaps with the class exam time or obtain approval from instructor to test at a different time/date.
   a. In TrackerOnline go to the Exams tab, then click Exams by Class.
   b. Using your syllabus, add your exam schedule for each of your classes.
   1. Plan to take your exam at the same time and date as the rest of the class.
   c. Confirm and Save the exam schedule to your device so it can be emailed to instructors and the TC.
2. Email the exam schedule to instructors and CC the TC at testadmin@tamu.edu
   a. Instructor approval is required to test at a different time or date.
   b. **No signature from the instructor will be required for Fall 2020.**
   c. Finals will be administered online consistent with University guidance.
   d. TC Staff will acknowledge email and schedule the exam.

*Note: Exam schedules must be emailed to the TC 1 full week (7 days) before the exam date.*
Exam Change Request
1. Under the Exam tab, select Request Exam Change.
2. Make the changes, state the reason for the request, and click Submit Request.
3. TrackerOnline will automatically send a notice to the TC and to your instructor for approval. You do not need to email another exam schedule form.
4. Check your e-mail for a response from the TC.
   Note: All exam change requests must be made by the scheduling deadline (7 days in advance). 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. This will take you to the Exams by Class page, then select + Add Exam button next to the class you need to request an additional exam.
   • Selecting to Add Exam will not replace any previously scheduled exams.
2. Make the additions and click Submit Request.
3. TrackerOnline will automatically send a notice to the TC 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 TC staff.
   Note: All exam addition requests must be made by the exam scheduling deadline (7 days in advance). Speak with your instructor before you attempt to submit an add request.

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

Make Up Exam Scheduling
Students are responsible for scheduling make up exams according to the instructor’s make up policy and the TAMU Student Rules http://student-rules.tamu.edu/rule07. Speak with your instructor before attempting to reschedule an exam with the TC.

- If the new date meets the TCs deadline (7 days advance notice), submit an Add Exam request through TrackerOnline.
- If the new date is less than the required deadline, send the TC 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:

1. Student’s name
2. Course name, course number, and course section number
3. Instructor’s name
4. Requested exam date
5. Has the request been discussed with the instructor?
6. Reason for the request
Check-In Process for In-Person Exams

Students will be expected to:

- Wear a face mask at all times (even when in a private room).
- Use lockers as usual to store belongings. **Signs will be posted on lockers to remind students that it is a frequently touched area and students will need to sanitize their hands after using.**
- Enter the TC no earlier than 15 minutes prior to the test start time.
- Bring all testing materials as the TC will no longer loan out any items (calculators, pencils, scantrons, etc.).
- Show a photo ID at check-in, but don’t remove the face mask.

Testing Rooms:

- Students will be assigned to sit in every other seat and in such a way that two students are not sitting back to back.

Turning in Completed Exams

- Write Name, Course, and Instructor Name on the exam
- Paperclip or staple all pages together
- Place a blank sheet of paper on top of exam to separate it from other exams.
- Place completed exams on the tray at the check-in desk.

Exam Day Policies

- Only items that are essential for taking an exam will be allowed in the testing rooms. Everything else should be placed in a locker in the check-in lobby.
  - Consider leaving valuable items at home.
- Bring your own testing materials. This includes scantrons, calculators, pencils, etc.
- Start your exam on time. Students who arrive late may be instructed to reschedule the exam with their instructor.
- Present your valid photo ID (i.e. driver’s license, student ID) to the TC staff at check-in.
- 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.
- If you need to use the bathroom during an exam, then check-in with the TC staff first.
- If you are concerned with an exam question, instructions, or the testing environment, make a note on your test, and then address you concerns with the TC staff once you’ve completed the exam.
- 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, **this includes filling in 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, the TC may not be able to accommodate all exams in our testing rooms and may use various locations within the Student Services Building. **Impacted students will be notified before each exam.**
Nonstandard accommodations
Nonstandard accommodations can include a test reader or scribe, use of magnifying tools, and several others.

- The text-to-speech software Read and Write Gold is highly recommended as the preferred method for reading test questions aloud.

Test Readers will be available as follows:
  - Via Zoom for online exams (classes that don’t require a live proctor will only use Zoom for the audio portion, no video)
  - Student in person at the Testing Center with a Test Reader available via Zoom.

Test Scribes will be available as follows:
  - Students can use dictation software available (Read & Write, Windows Dictate, iOS built-in dictation, Gboard Voice Typing)
  - Via Zoom for online exams (video and audio required)
  - Student will test in person at the TC with a Test Scribe available via Zoom.

Scantron Assistance for in-person exams:
  - The TC will not collect scantrons from students but will instead use our scantrons to record answers.
  - Students will mark that a scantron is needed by placing a post-it on the exam.

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.