



Testing Center Procedures Effective FALL 2022

The following procedures apply to this center:

1. The CSE Testing Center will be open **Monday through Friday from 10:00 a.m. – 2:00 p.m., in TUC 246**. Availability is determined through the reservation system.
2. You must make a reservation no later than 9:00 a.m. the day prior to the exam date, regardless of exam time. THIS IS NON-NEGOTIABLE. Please note this is **ONLY** for next day exams, the system will remain open for future dates.
3. Each CSE Testing Center requests should include the *student's name, class and section, time allowed (minutes/hours), faculty name, and any special instructions (use of calculator, Scantrons, etc.)*. **This information will be included on a cover sheet that will be provided in the reservation confirmation email. Cover sheets should be printed and attached to the exam by the instructor.**
4. **Students arriving more than 15 minutes late for their scheduled reservation time will NOT be permitted to take their test; the student will need to reschedule with the professor.**
5. A hard copy of exams should be submitted the day prior to the test date; no electronic copies please. These can be dropped off in Tucker 213 (under the door is fine).
6. Students may not enter the Testing Center without a confirmed reservation and a TCU Student ID.
7. The proctor will check the TCU Student ID. Tests will not be administered unless students present their TCU Student ID.
8. The proctors will collect the test at the conclusion of the designated time; i.e., no time extensions will be permitted unless previously arranged by the faculty.
9. Students will sign the College of Science & Engineering Testing Center honor code statement prior to taking the exam, this is located on the cover sheet that should be attached to the exam.
10. It is the faculty member's responsibility to communicate with the student, to set up a make-up time or extended time on the test, and to provide instructions to the student.
11. Faculty should instruct students to go to TUC 213 in the event the proctors are absent.
12. Students should assume the faculty member **will not** be present during any portion of the exam.
13. Should Faculty feel it necessary to visit the Testing Center, the faculty member must receive approval from the Dean's office prior to entering the Testing Center. In these cases, faculty should make every effort not to disrupt other students.
14. Food and drinks **are not** permitted in the Testing Center, unless a part of the student's confirmed accommodations.
15. Students **will not** be permitted to leave and return to the testing center while taking examinations, unless a part of the student's confirmed accommodations.
16. Electronic devices, including, but not limited to, smart phones and watches, are **not permitted**. They should be placed in backpacks or purses, which will be stored at the front of the room during examination administration. Laptops may be used if permission is given by the faculty member.
17. Faculty are welcome to drop students off to complete an exam OR pick students up if additional time is needed after the Testing Center closes. The same reservation requirements apply in both situations. If a faculty member fails to pick up the student the exam will be collected, and the student excused.
18. Students may be dismissed from the Center for inappropriate behavior (evidence of cheating, disrespecting proctor or test center rules). Faculty and the Dean's office will be notified immediately if this happens.
19. Once exams are completed, they will be filed in the Testing Center, in a smart lock cabinet (combination will be provided in a separate communication). The files can be picked up from the Testing Center outside of Testing Center hours. Access to the Testing Center is by swipe access only. Please reach out to z.jones@tcu.edu if you need swipe access.
20. Testing Center privileges are available for both graduate and undergraduate students.
21. Use of word processor is permitted with approved accommodation from Academic Services; however, the only device permitted will be one issued by Academic Services. The student may not take the equipment outside of the Testing Center.