

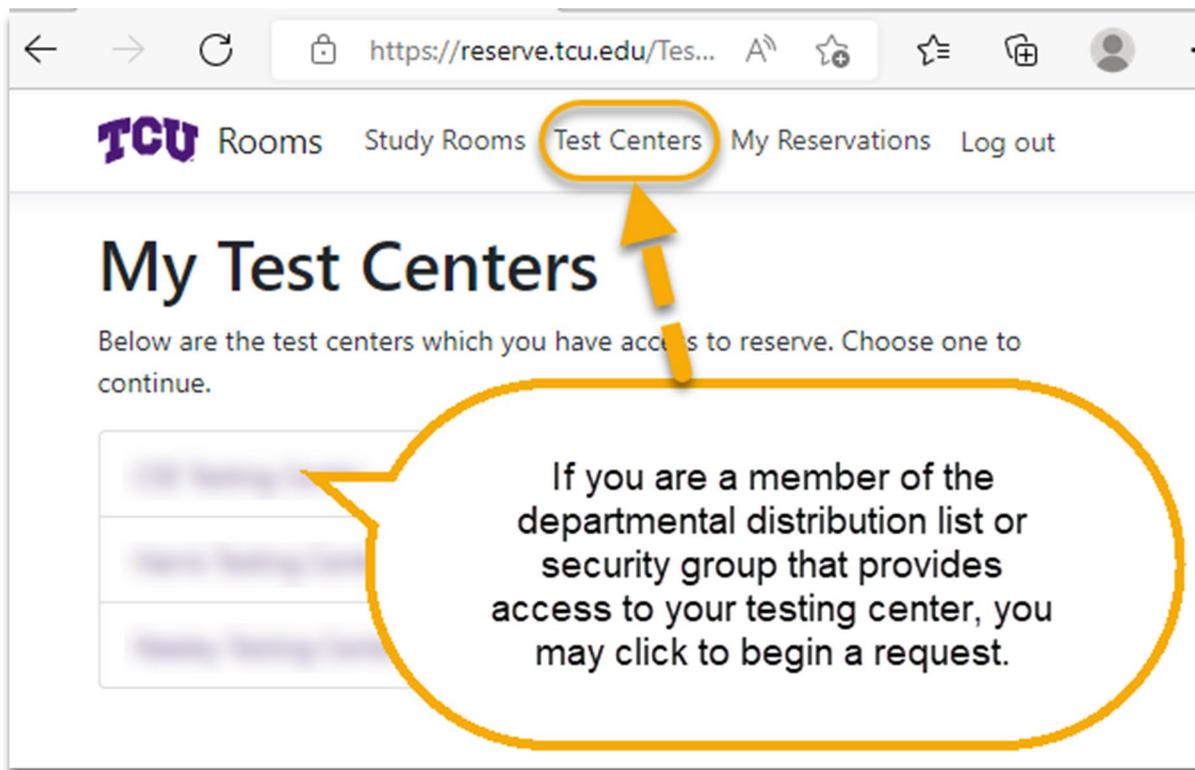
Faculty Instructions for Test Center Reservations

Visit this page in your web browser to begin: <https://reserve.tcu.edu/TestCenters/>

If you do not have a logged in session yet, you will be prompted to enter your TCU username and password. Keep in mind that the site will use the email address of the logged-in user for records, so the logged-in person who creates test center requests will also be responsible for forwarding confirmation emails and processing any cancellations.

Refer to following images for visual instructions of how to complete the steps for a test center reservation.

Step 1: Choose your testing center - <https://reserve.tcu.edu/TestCenters/>



Note: if it is your first time making a reservation, it is possible you may not be set up on the departmental group or list that gives you access to this page. If you see a message saying so, contact your test center coordinator – who will work with IT to get you added to the appropriate list.

Step 2: Browse the preferred testing date for availability

The screenshot shows a web browser window with the URL <https://reserve.tcu.edu/Tes...>. The page header includes the TCU logo and navigation links: Rooms, Study Rooms, Test Centers, My Reservations, and Log out. The main heading is "Reserve a Seat in the Testing Center". Below the heading, there is a section for "Schedule" with a dropdown menu set to "Main Semester". Below that is a "Day" field with a date picker set to "08/17/2022". Below that is a "Duration" field with a dropdown menu set to "60 min.". A purple "Search" button is located below the duration field. Three yellow callout boxes provide instructions: the first points to the introductory text, the second points to the "Main Semester" dropdown, and the third points to the "60 min." dropdown.

Reserve a Seat in the Testing Center

Listed here are some basic descriptions and policies of your testing center.

Schedule

Main Semester

Day

08/17/2022

Duration

60 min.

Search

1. Choose between regular semester or finals schedules

2. choose the date to view availability.

3. Pick the time amount (round up to 15 minute increments) that is necessary for the student's test. Exact time to be specified later.

Note: be aware of your test center's policies – there may be a deadline at which time you are not allowed to create reservations for the next day.

Step 3: Choose a start time from available seats on the test day

The screenshot shows a web browser window with the URL <https://reserve.tcu.edu/TestCenters/...>. The page header includes the TCU logo and navigation links: Rooms, Study Rooms, Test Centers, My Reservations, and Log out. The main heading reads "Select a [redacted] Testing Center seat (8/17/2022, for 60 min.)". Below the heading, a paragraph states: "Below are the available seats for the date and duration selected. Select a start time and click Next, or go back to day and duration selection." The main content is a table with three columns: "Seat", "Available Times", and "Start Time". The table contains five rows, each representing a different seat. The first row is labeled "Seat 01" and shows available times of "8:30 AM - 10:45 AM, 1:00 PM - 4:45 PM". Each row has a "Select a Start Time" dropdown menu and a "Next" button. A large yellow callout bubble is overlaid on the table, containing the following text: "If your center has availability for the time length you specified on this day - this grid will show you which seats match your request. Pick a start time (that your student has agreed to attend) and press Next".

Seat	Available Times	Start Time
Seat 01	8:30 AM - 10:45 AM, 1:00 PM - 4:45 PM	Select a Start Time ▼ Next
[redacted]	[redacted]	Select a Start Time ▼ Next
[redacted]	[redacted]	Select a Start Time ▼ Next
[redacted]	[redacted]	Select a Start Time ▼ Next
Seat 05	[redacted]	Select a Start Time ▼ Next

Note: you can use this screen to browse test center availability for the time amount you specified. Using this information you can converse with your student to find an agreed-upon date and start time before proceeding any further.

Step 5: Forward confirmation emails as preferred

You will be shown a successful status message in your browser upon a completing the reservation. In addition, you will receive a confirmation email containing the reservation information. If it is your preference you may forward this email to your student.

reservation.ics
1 KB

Reservation: [REDACTED]
Resource: Testing Seat 05

Click on the attachment to add to your calendar.

This will be your only confirmation - please retain for your records.

---For Student---

Date and Time: Wednesday, August 17, 2022 12:45 PM

Location: [REDACTED]

STUDENT ID REQUIRED FOR ENTRY
Be on time for your scheduled reservation!
Approved absences: illness, accident, or family emergency - otherwise - any cancellation must go through your professor at least 24 hours in advance of the reservation.

APPOINTMENT DETAILS:
Student: [REDACTED]
Seat: Testing Seat 05
Start Time: 2022-08-17 12:45 PM
Duration: 60 min.
Requestor: [REDACTED]
Requestor Email: [REDACTED]
Department: [REDACTED]
Course: [REDACTED]
Special Instructions:
Comments: [REDACTED]

--- For Faculty ---

Please forward this information to your student.

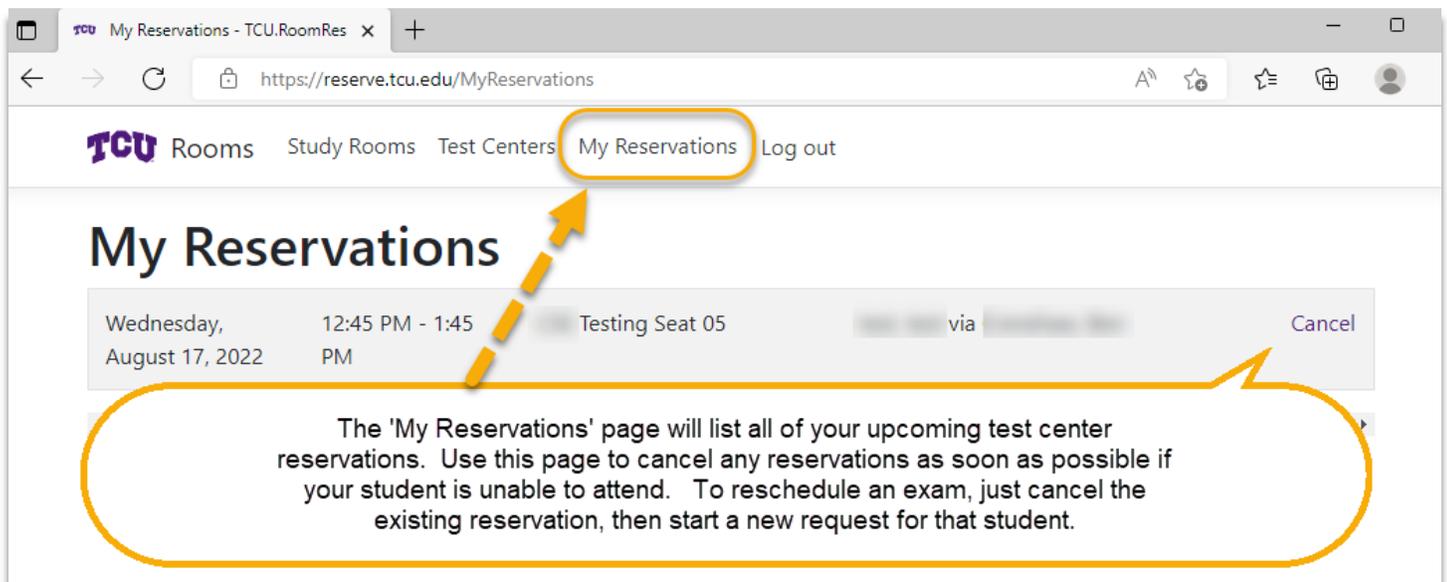
Please make any cancellation 24 hours in advance at <https://reserve.tcu.edu/MyReservations>

Your confirmation email will contain the information you requested for the exam - this email can be forwarded to your student.

There is also an attached calendar file that your student can click - if they want to add a reminder to their calendar.

Step 6: View your Reservations / Process any cancellations

The My Reservations page will show you a list of all upcoming reservations you have made. If your student contacts you that they need to reschedule their exam time, then cancel that existing reservation and begin a new one.



The screenshot shows a web browser window with the URL <https://reserve.tcu.edu/MyReservations>. The page header includes the TCU logo and navigation links for Rooms, Study Rooms, Test Centers, My Reservations (highlighted with a yellow circle), and Log out. The main heading is "My Reservations". Below it, a reservation entry is shown for Wednesday, August 17, 2022, from 12:45 PM to 1:45 PM, for Testing Seat 05. A "Cancel" button is visible on the right side of the reservation entry. A yellow dashed arrow points from the "Cancel" button to a yellow callout box containing the following text:

The 'My Reservations' page will list all of your upcoming test center reservations. Use this page to cancel any reservations as soon as possible if your student is unable to attend. To reschedule an exam, just cancel the existing reservation, then start a new request for that student.