

## College of Science and Engineering - Testing Center Procedures

### Effective Fall 2019

The following procedures apply to this center:

1. All CSE Testing Center interactions are to be between faculty and Kathy Ferguson. Faculty may appoint a T.A. to coordinate by notifying Kathy of the substitution.
2. The CSE Testing Center will be open on **Monday through Friday, 10:00 am to 3:00 pm.** in TUC 136. Availability is first come, first served.
3. **You must make a reservation at least 24 hours prior to the opening of the Testing Center (e.g. 10:00 a.m. the day before the exam date).** THIS IS NON-NEGOTIABLE. The reservation program will not allow reservations after 10:00 a.m. for the following day.
4. There will be no exceptions or last-minute changes or additions to Testing Center schedule.
5. Each CSE Testing Center request will be made through the TC reservation program and should include the **student's name, class and section, time allowed (minutes), start time (end time calculated based on time allowed), faculty name, and any special instructions (use of calculator, Scantrons, etc.)**
6. Faculty must reserve a specific start time when making a reservation.
7. **Students arriving more than 10 minutes late for their scheduled reservation time will NOT be permitted to take their test; the student will need to reschedule with the professor.**
8. A hard copy of exams should be submitted no later than 9:00 am the morning of the exam date.
9. The proctor will pick up exams 15 minutes prior to the Testing Center opening of the scheduled day.
10. Students may not enter the Testing Center without a confirmed reservation and a TCU Student ID.
11. The proctor will check the TCU student ID. **Tests will not be administered unless students present their TCU Student ID.**
12. **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.**
13. Students will sign the College of Science and Engineering Testing Center honor code statement prior to taking the exam, regardless of frequency of use.
14. It is the **faculty** member's responsibility to communicate with the student, to set up a make-up time or extended time test, and to provide instructions to the student.
15. If a student is a **"no show"** for their reservation the professor will be notified; two unexcused absences (anything other than illness, accident, or family emergency) will result in loss of Testing Center privileges, for the student, for the remainder of the semester. Students are responsible for providing appropriate supporting materials to document an excused absence within 3-5 working days to Kathy Ferguson. **Tests will not be proctored in the Testing Center without a new reservation.**
16. Faculty should instruct students to go to the CSE Dean's office (TUC102) in the event the proctors are absent.
17. **Students** should assume the faculty member will not be present during any portion of the exam.
18. **Students** who have a question on their test may complete a designated form, which will be provided with the test.
19. **Food and drinks are not permitted in the Testing Center.**
20. **Students will not be permitted to leave and return to the testing center while taking examinations.**
21. Electronic devices, **including 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.
22. **Faculty** must receive approval from the Dean's office prior to any given exam to be present during the exam. In these cases they should make every effort not to disrupt other students.
23. **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. The faculty must inform Kathy Ferguson in the event they will be sending a proxy to pick up students.
24. 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.
25. The proctor will return the exam(s) to the Dean's Office and faculty will be contacted to pick up the exam. Faculty must sign for their exam(s).
26. Exams will be kept in a locked cabinet the entire time they are in the dean's suite.
27. This service is available for **both graduate and undergraduate students.**