

AddRan College of Liberal Arts  
Testing Center Procedures

The University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act by providing reasonable accommodations for students with verified disabilities.

SCHAR 4015 will be used as a testing center during limited hours each week. This center is an option for use by students who miss exams for official TCU absences or who require accommodations as documented by the Center for Academic Services, in cases when it is not possible for the instructor to accommodate their needs in the course's scheduled place and time.

#### INSTRUCTORS

1. Use of the testing center is at the instructor's initiative only. Instructors must contact their department administrative assistant, who will make the reservation in the AddRan Outlook Calendar. Instructors must reserve at least two business days prior to the scheduled exam time. Space is limited to a maximum of 12 students at any one time.
2. Instructors should confirm that the accommodations being requested (extra time, etc.) have been approved by the Center for Academic Services. Please contact Laurel Cunningham well before the exam if you have any doubts or questions about appropriate accommodations.
3. One PC laptop and headset may be reserved for students taking language exams.
4. Exams must begin on the hour and should be scheduled to ensure that the student has time to finish the exam by the end of the testing center hours.
5. It is the instructor's responsibility to communicate the testing time, location, and all exam instructions to the student. The instructions must be clear enough to follow easily in the instructor's absence.
6. Instructors should also provide the testing center rules to the student before the exam. The testing center rules are posted on the AddRan website under faculty resources > policies and procedures: <https://addran.tcu.edu/resources/faculty/>
7. The instructor should fill out the Registration Form, print and return to their department Administrative Assistant at least two days prior to the test time. The form may be found here <https://addran.tcu.edu/resources/faculty/> under policies and procedures.
8. The instructor should also provide to their department Administrative Assistant, along with the registration form, two days before the scheduled exam time:
  - a hard copy of the exam
  - a blue book, scantron, or other necessary test-taking material
  - a calculator, if the student is allowed to use one
9. The instructor is responsible for retrieving the exam from their department Administrative Assistant. Completed tests may not be available for pickup until the following day after the exam was scheduled depending on the testing center hours for that day. Unless otherwise arranged, pick up should be no more than 2 business days after the student was scheduled for the exam.

## PROCTORS

1. Proctors will collect exams and other related materials before the start of each testing session from the AddRan Dean's office.
2. Proctors will check each student's ID and distribute the testing material.
3. Proctors will ensure that prohibited devices (smart watches, phones, etc.) are packed away and out of view, and that backpacks and purses are stored at the front of the room during the administration of the exam. Calculators may be allowed *only* if instructor has included written permission and provided one for student's use.
4. Proctors will collect the test at the conclusion of the designated time.
5. Proctors will return completed tests and other materials to the Dean's office for safekeeping at the conclusion of the exam.

## STUDENTS

1. Students must present their ID to the proctor. Tests will not be administered unless students present their student ID.
2. Students must arrive on time; they will not be allowed to enter the testing center later than ten minutes after their scheduled exam time. Students who arrive later than this will not be permitted to take the test and must reschedule with their instructor.
3. All work is to be completed during the allotted time. Students will turn in all test materials when finished or immediately upon request of the proctor.
4. Students should assume the instructor will not be present and cannot be consulted during any portion of the exam.
5. Students who have a question on their test may complete a designated form, which will be submitted with the test.
6. Students will not be permitted to leave and return to the testing center while taking examinations.
7. 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.
8. Students may not bring snacks or drinks into the testing center.
9. Students may be dismissed from the lab for inappropriate behavior (evidence of cheating, disrespecting proctor or test lab rules). The instructor and the Dean's office will be notified immediately if this happens.