

## TARLETON TESTING CENTER

### Make-up Exam Guidelines

The Testing Center can provide test proctoring for individual students who miss a classroom exam due to a university or instructor excused absence. Make-up exams will be regularly scheduled during the following times:

Stephenville Testing Center	Fort Worth Testing Center
Monday 8am – 5pm	Monday 9am – 6pm
Wednesday 8am – 5pm	Wednesday 9am – 6pm

Make-up exam proctoring cannot be provided for an entire class, any alternate testing arrangements for groups of students larger than 5 should be handled by the instructor. Additionally, the Testing Center is not able to proctor an exam utilizing the online software Respondus or ProctorU due to equipment and security restraints and make-up exams will not be proctored in the Testing Center during finals week.

#### Before Testing

- All individual make-up exams must be pre-approved by the instructor. The Testing Center does not have the authority to approve a make-up exam.
- Instructors are responsible for filling out a submission form on RegisterBlast.
  - The submission form will contain test administration instructions and include the student's name, course, time limits, any authorized aids, deadlines for completion, and any other pertinent information deemed appropriate by the instructor.
- All transportation of test materials is the responsibility of the instructor. Instructors are encouraged to attach the exam to their submission or email the exams to [testing@tarleton.edu](mailto:testing@tarleton.edu) (Stephenville) or [fwtesting@tarleton.edu](mailto:fwtesting@tarleton.edu) (Fort Worth) after filling out the submission and if possible, create a “new” version of their exam for make-up purposes.
- Students are responsible for scheduling their make-up exam through RegisterBlast.
  - The Testing Center requires 24-hour notice prior to testing. All testing is by RegisterBlast appointment only, no walk-ins are accepted.
  - All testing must be completed prior to the test center's scheduled closing time.
- Only students listed on the instructor's submission will be permitted to test.
- Students should contact their course instructor for exam date deadlines and any other course or exam specific information.

#### Testing Day

- All students testing in The Testing Center will be required to present a photo ID prior to testing.
- Students are required to arrive at least **5 minutes** prior to scheduled appointment.
- Tarleton State University Testing Center and its staff assume no responsibility for lost, damaged, or stolen personal items brought into the testing center. Many personal belongings such as electronics, sunglasses, caps, etc. are prohibited in the testing rooms. You are encouraged to leave those items at home or in your car. However, if you choose, you may leave personal items in the Testing Center lockers at your own risk. Items cannot be left in the Testing Center lobby.

#### After Testing

- A Photo ID and a signature will be required prior to releasing any exam to the instructor or authorized individual picking-up testing materials. Students will not be allowed to drop-off, pick-up, or remove testing materials from the Testing Center. Instructors wishing to have a completed test returned via email or campus mail, must state that in the original submission.
- All completed exams will be returned by the following business day based on the method chosen by the instructor. The Testing Center will not house unused exams for more than two weeks unless requested by the instructor. Any unused exams that remain after the two-week period will be destroyed.
- Instructors will be contacted to pick-up exams that are remaining at the end of the semester.