

Testing center utd

UT Dallas > Educational Technology Services > eLearning Services > Contact Us For general eLearning questions, assistance, and support, please contact us at eLearning@utdallas.edu Instructional Designer I juanjuan.han@utdallas.edu972.883.3546 Student Employee Office Phone Number: 972.883.5843 Student Worker Team Lead dineshman.bajracharya@utdallas.edu UT Dallas > Educational Technology Services > Testing Center > Honorlock Honorlock is an online remote proctoring tool that allows you to take your exam remotely. It does not require you to download any software and integrates seamlessly with Blackboard by means of a Chrome Extension that can be easily removed and added back later. You DO NOT need to create an account or schedule an appointment in advance. It is completely controlled by the Instructor with real-time video updates as soon as students finish testing. PLEASE NOTE: Honorlock is ONLY available for fully online courses and for course sections designated as flexible at the discretion of the professor. Courses in the flexible modality are taken by international students who cannot arrive in the U.S. before the first day of classes. A laptop or a desktop computer (cannot be a tablet/iPad/cell phone) - any Chromebook, Mac, or Windows device that meets Honorlock's MSRs. Minimum operating system: Windows 10, macOS 10.13 and higher, Chrome OS. A webcam & microphone (most laptops have microphone and camera integrated). If you are unable to purchase one, a limited number of webcams are available for checkout through the Office of Information Technology. Dual monitors are NOT permitted A photo ID (school ID: UTD Comet Card, or a government issued photo ID: driver's license/passport/state ID card) Google Chrome browser (minimum version 79) (download Google Chrome) The Honorlock Chrome Extension (download, 750 Kbps upload). Students can run a system requirement check by going to the Honorlock Support page. Scroll down until you see "Simple Single-Click Test". FAQs and Instructions for Students To better understand how your exam will be proctored. watch the video below which provides an overview on the Honorlock Proctored Testing experience, and contains examples of a successful room scan. Failing to follow the exam rules may impact your exam grade and course grade. Proctors report suspected violation to instructors as well as to the appropriate department, and The Office of Community Standards and Conduct. By taking a UTD Online Proctored assignment or exam, you agree to comply with the UTD Community Standards and Conduct - Academic Integrity, which expressly prohibits Academic Dishonesty. Academic Dishonesty includes, but is not limited to the following: Plagiarism Collusion Cheating Fabrication 972-883-2460 (phone)972-883-2460 (phone)972-883-2460 (phone)972-883-3910 (fax)infotestingcenter@utdallas.edu Please direct all questions regarding Distance Learning/off-campus testing to tcdl@utdallas.edu. UT Dallas Testing Center is located on the First Floor of the SP2 Building next to the UT Southwestern Medical Center. Comet Cruiser Route - Faculty, staff and students can ride the 883 East Comet Cruiser at no cost from the south-central area of campus, and be dropped off at the DART stops along Synergy Park Blvd. UT Dallas Testing Center3020 Waterview ParkwaySP2 First Floor, Suite 11.175 Richardson, TX 75080 UT Dallas > Educational Technology Services > Testing Center The Testing Center offers a 300-seat computer lab, providing UT Dallas students access to a comfortable and secure testing environment for online, paper and hybrid exams. The Testing Center provides services based on and adheres to the National College Testing Association (NCTA) Professional Standards and Guidelines. Current UT Dallas Testing Center administers the following exams: Institutional exams for current UT Dallas students only Distance learning exams for current UT Dallas students only TSIA/ALEKS Assessments for current UT Dallas students only Students Click Here to Register For Your Exam Spring Semester: Tuesday, January 21 - Friday, May 16 Monday: 8:30 a.m. to 5:30 p.m. Tuesday: 8:30 a.m. to 5:30 p.m. Tuesda 8:30am - 9pm Wednesday: 3:00pm - 9pm Thursday: 8:30am - 9pm Friday: 8:30am - 9pm Saturday: 9:00am - 1:00pm Saturday: May 12 - Friday, May 12 - Friday, May 16 Wednesday, March 5: 8:30am - 9:00pm Saturday, March 8: 9:00am - 5:00pm Wednesday, March 12: 8:30am - 9:00pm Wednesday, May 7: 8:30am - 9:00pm Wednesday, May 14: 8:30am - 9:00pm Monday, January 20: Martin Luther King Day Monday, June 1: Semester Intermittent ** Resume testing on Monday, June 2, 2025 (First day of Summer Classes) ** 972-883-2460 (phone)972-883-3910 (fax)infotestingcenter@utdallas.edu Please direct all questions regarding Distance Learning/off-campus testing to tcdl@utdallas.edu. UT Dallas Testing Center is located on the First Floor of the SP2 Building next to the UT Southwestern Medical Center. Comet Cruiser Route - Faculty, staff and students can ride the 883 East Comet Cruiser at no cost from the south-central area of campus, and be dropped off at the DART stops along Synergy Park Blvd. UT Dallas Testing Center 3020 Waterview ParkwaySP2 First Floor, Suite 11.175Richardson, TX 75080 Parking/Testing Center Entrance There is free parking all along Stewart Drive and there are colored spaces in front of the Testing Center. Additional parking, pay-by-space metered parking, and a main entrance are also located at the back of the building. If you are needing a visitor's parking pass, please give yourself plenty of time to get a pass and find a parking spot prior to your appointment. Comet Cruiser Route Faculty, staff and students can ride the 883 East Comet Cruiser at no cost from the south-central area of campus, and be dropped off at the DART stops along Synergy Park Blvd. Exam Appointment/Reserve Your Seat Check your syllabus and/or your instructor will tell you where and what dates are available to take your exams. If your exam is scheduled at the Testing Center, you must reserve your seat online through RegisterBlast (exam scheduling tool) no later than 48 hours prior to the exam time. i.e., if you are taking an exam on a Monday at 1 p.m., you should have completed your registration before/by the preceding Saturday at 12:59 p.m. If you try registering after the 48-hour cutoff deadline, instead of being able to select a time to test you will only see the error message "All Times are Full." You cannot schedule more than one exam for one course on the same day. You cannot schedule more than one exam for multiple courses on one day. We do not allow walk-in appointments; no exceptions. So, please plan ahead and register for your exam early and in advance. If you do not have an appointment you will need to contact your professor directly to make other testing arrangements. Step 1: Visit the Testing Center website and click on the "Register For Your Exam" button. Step 2: Once prompted, log-in using your UTD NetID and password. Step 3: From the drop-down menu, select the school/department with which your exam is associated. Step 4: From the drop-down menu, select the correct exam as some exams are identical). Step 5: Choose an available testing date from the calendar. Step 6: Select an available testing time. Step 7: Provide all required information: First and Last name - provide your legal name (do not use nick name). Email address; do not use your Dallas email Text Notifications will be sent to your UT Dallas email address; do not use your personal email address; do not use nick name). (optional) Step 8: Carefully read the Exam Guideline Acknowledgement in the scroll box. Step 9: Check the box under the scroll box to acknowledge the guidelines. Step 10: Complete the Needed Information. Step 12: If you have completed all necessary registrations, click Ready to Check out. Step 13: Select Complete Registration Once you have clicked Complete Registration once you have clicked Complete Registration, your records (not required). Upon a successful transaction, you will receive an immediate email confirmation receipt. You can have this receipt with you at the time of testing showing you schedule (not required). If you have any questions or concerns, please contact the Testing Center at (972) 883-2460, or through email at infotestingcenter@utdallas.edu. Rescheduling You will not be able to cancel or reschedule your appointment online less than 48 hours prior to your scheduled exam time (cancellation and rescheduling closes after the 48-hour cutoff deadline). If you have made an appointment and wish to cancel or reschedule it after the 48-hour cutoff deadline, contact 972-883-2460 or infotestingcenter@utdallas.edu Cancelling or rescheduling your exam registration the day of your exam prevents other students from getting a seat to test, as space is limited. Please be considerate and cancel/reschedule ahead of time when possible. Log into click the My Exams or My History tab at the top of this page. Enter the email address you used to initially schedule your exam. Click the Continue button underneath the email field. In a few minutes, you'll receive an email link which is valid for 90 minutes. Click the link from the email received. A new window will open with your registration history. Click the date and time to reschedule. After you have completed the step above, you will receive a confirmation email notifying you of the new test date. Log into with your UTD credentials. Click on "View Complete History" at the top right corner. Your Exam History page will display. Find your exam and click the Cancel link. Click "Yes, cancel my registration" if you are sure you want to cancel. Check In Check in is done in the Testing Center Entrance Room SP2 11.175. We recommend arriving on time to lock away your personal helongings and take care of any personal helongings and take care of the admitted. Digital lockers are available free of charge outside of the front office. Once all prohibited items are locked away you may get in line with your professor's approved exam window. If you are not permitted to check in with the full testing time within your professor's approved exam window. If you are not permitted to check in/test due to your late arrival, you will need to either reschedule or contact your professor directly to discuss other testing options. Your Comet Card ID is the official UT Dallas student ID. It will be the only form of ID accepted by the UTD Testing Center. No other forms of ID will be accepted. You will be denied access without a physical Comet Card. If you do not have a Comet Card, you must obtain one prior to your exam. Visit the Comet Card Office in the Student Services Addition, SSA 12.324. Closing time. All exams should be completed 15 minutes prior to closing time, so please plan ahead, arrive on time, and allow enough time to complete your exam. Important: Should you attempt to check-in for an exam that will end after the Testing Center's closing time), you will be turned away and will not be checked in to begin your exam. Testing Materials and Item Policies We recommend you keep any unneeded belongings locked in your vehicle or home. You may use the digital lockers available free of charge to secure your personal items. If you are using one of the Testing Center lockers, please do not leave your locker unlocked or leave items unattended in our testing lobby. Please note: No Shoes, No shirt, No Service. All bras, sports bras, undergarments or bathing suits must be covered with either a shirt or tank top and pants. Items not allowed inside the testing room include, but are not limited: Backpacks, bags, purses, wallets, badge holders Bracelets/bangles, wristbands Calculator covers, pencil cases or pouches Candy, chewing gum, lip balm, food or beverages of any kind Electronic devices Firearms and weapons of any kind Hats, beanies, head scarves Hair scrunchies (must be worn on hair, not on your wrist), hairbands (hairband width cannot be more than 3") Handkerchiefs, Kleenex/tissues (Testing Center will provide if requested) Keys, any watches, and Fitbits) Large outerwear (jackets, coats etc.), hoodies/hooded shirts Scarves, gloves, sunglasses Scratch paper (will be provided upon request) Tobacco products, Vapor, or E-Cigarettes * If you are wearing an item that should not be removed for cultural or religious purposes (such as a hijab, turban, Kara, etc.) please inform the staff upon check-in. Beginning with the Fall 2024 semester, students will no longer be able to borrow a calculator from the Testing Center. Students must bring their own calculator type permitted by their professor. Our Testing Center allows a large variety of calculators, but bans a few calculators only one calculators and features outright, these include: Multiple calculators is only permitted with approval directly from the professor to the Testing Center in their exam request form. Laptops or other computers, tablets, cell phones or smartphones Smartwatches or wearable technology of any kind Models that can access the internet, have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smart phone feature (e.g. touch screen) Power cords or other cables Models that use electrical outlets, make noise, or print Sleeves, covers, cases, jackets or any other attachment Models with dedicated letters or keyboards, pen-input, or stylus Calculators These are only permitted with approval directly from the professor to the Testing Center in their exam request form. Other Tips and Guidelines Respect others by remaining quiet during your exam. If you have questions or concerns about the test environment or need assistance, please quietly notify the proctor. You may not converse in the Testing Center with other students. You may engage in brief conversation only with the proctors or a staff member. Digital clocks are clearly visible in the Testing Center. Students are responsible for tracking their own time while testing. For computer-based exams you should remain seated, and the proctor will put in the password to launch the exam for you. When you have finished your test, follow your instructor's directions for submitting online and/or bring all used materials to the check-out room, located in the back left of the testing room. All notes, cheat-sheets and formula sheets used during your exam will be collected at check-out, unless stated otherwise by the professor in the exam request form. ARC Accommodation FAQ Students with an approved testing accommodation from the AccessAbility Resource Center (ARC) are able to utilize those accommodations at the UT Dallas Testing Center. Please review the following information prior to your exam appointment. Your professor must first submit your exam request to the UT Dallas Testing Center. Your professor will let you know your exam is available for registration. You are responsible for scheduling your exam appointment in RegisterBlast on the Testing Center website. Appointments must be made at least 48 hours in advance. If you do not schedule .an appointment in RegisterBlast, you will not be allowed to test. Have a copy of your accommodation letter with you each time you come to the Testing Center. A copy of your letter on your phone is acceptable. The Testing Center has a limited number of partitions available on first come, first served basisTo reserve a partition, send your request to InfoTestingCenter@utdallas.eduRequests must be made at least three business days in advance and are subject to availability. Sitting in a quiet area of the Testing RoomInform the staff at check-in that you would prefer to be seated away from other students. Please note, this may not be possible during busy times (such as midterms and finals weeks). EarplugsWhile checking in for your exam, simply ask our staff for a pair of earplugs. Online Exams – Your professor will add your additional exam time in eLearningBefore starting your exam, check your amount of time on the screen. If your time is incorrect, do not click start! Notify a proctor immediately. Paper Exams - Your professor will make a note of your additional time on their exam submissionConfirm your additional time on the screen. If your time is incorrect, do not click start! Notify a proctor immediately. an Exam Appointment with Extended TimeAll exams, regardless of time, must be completed by the Testing Center's closing time. Schedule your appointment with enough time to accommodate your drink or food item to the Testing Center in a clear plastic bag. During check in, you may be asked to show a copy of your accommodation Letter. Any student who regularly uses a medical device (such as an insulin pump or Epi Pen) may bring those devices into the Testing Room during their exam. Students who have an accommodation for other medically necessary items should bring a copy of their accommodation letter with them to check in. If you have an approved accommodation not listed here, please bring a copy of your accommodation letter with you to the Testing Center > Faculty Resources and Guidelines Faculty Exam Reguest Submissions Window SemesterFirst Day of ClassesFaculty Exam Requests OpenSummer 2025Monday, June 2, 2025Monday, June 2, 2025Monday, July 21, 2025 Scheduling with RegisterBlast Account (completed only once). Step 2: Complete the quick and easy Professor Enrollment Form. Add First Name. Add Jour UT Dallas email address - this email is the one that will be used for logging in to the professor submission link. Set up password (Passwords must contain at least eight characters, including one number, one uppercase letter, one lower case letter and one special character). Confirm password (enter the same password). Click the ENROLL button. Step 3: Once enrolled, the Testing Center to complete vour account activation process before submitting your exam request(s). After the allotted time, you may proceed to submit your exam requests to submit your exam request to submit your exam requests to submit your exam request the Testing Center, you must have a RegisterBlast account. Step 1: Prior to submitting your first exam request to the Testing Center to complete your first exam request to the Testing Center account activation process before submitting your exam request. Step 3: After the allotted time, you may proceed to submit your exam request via this link: registerblast.com/utdallas/Professor/Login. Step 1: Log into your exam request via this link: registerblast.com/utdallas/Professor/Login. Step 2: If you are experiencing issues or having trouble accessing your account, please send an email to FacultyExamRequest@utdallas.edu for assistance. Please Note: After your exam has been approved, the only edits that are available is uploading a file/document. Step 1: Log in to RegisterBlast Professor Portal via this link: registerblast.com/utdallas/Professor/Login (each professor can sign in to the portal using the email and password set up during enrollment). Step 2: Once logged in, locate the desired submission. Click the three dots next to the Exam Name. Select Edit. Step 3: Under the File Management item, click on Browse. Step 4: Upload any necessary exam files and/or a list of your approved students' name. Step 5: Once the form is updated, scroll down to the end of page, click Submit. Your edits will be sent to the Testing Center. If other fields need to be edited, please contact the Testing Center directly at FacultyExamRequest@utdallas.edu or call 972-883-6734 for assistance. The History tab allows a professor to view students who have taken and/or who have registered for specific exams. Step 1: Log into your RegisterBlast Professor/Login. Step 2: Once logged in, click on the History tab at the top of page. Step 3: You will be able to search by Keyword, or search by Date (select From Date & To Date) to find a specific registration. Step 4: Click Apply and students should appear in the History box. Step 5: You can Print or export the information to Excel by selecting the desired options located in the lower right corner. How to Submit an Exam Request to the Testing Center Note: RegisterBlast is the scheduling tool. To be able to electronically submit your exam requests to the Testing Center, you must have a RegisterBlast account. Step 1: Prior to submitting your first exam request to the Testing Center, please allow 24 hours for the Testing Center to complete your account activation process before submitting your exam request. Step 3: After the allotted time, you may proceed to submit your exam request via this link: registerblast.com/utdallas/Professor/Login. Step 1: Log into your exam request via this link: registerblast.com/utdallas/Professor/Login. Step 2: If you are experiencing issues or having trouble accessing your account, please send an email to FacultyExamRequest@utdallas.edu for assistance. How to Edit A Submission Please Note: After your exam has been approved, the only edits that are available is uploading a file/document. Step 1: Log in to RegisterBlast Professor Portal via this link: registerblast.com/utdallas/Professor/Login (each professor can sign in to the portal using the email and password set up during enrollment). Step 2: Once logged in, locate the desired submission. Click the three dots next to the Exam Name. Select Edit. Step 3: Under the File Management item, click on Browse. Step 4: Upload any necessary exam files and/or a list of your approved students' name. Step 5: Once the form is updated, scroll down to the end of page, click Submit. Your edits will be sent to the Testing Center. If other fields need to be edited, please contact the Testing Center directly at FacultyExamRequest@utdallas.edu or call 972-883-6734 for assistance. How to View Student Registerel for specific exams. Step 1: Log into your RegisterBlast Professor to view students who have registerel for specific exams. Step 2: Once logged in, click on the History tab at the top of page. Step 3: You will be able to search by Keyword, or search by Cate (select From Date & To Date) to find a specific registration. Step 4: Click Apply and students should appear in the History box. Step 5: You can Print or export the information to Excel by selecting the desired options located in the lower right corner. Hours of Operation and Closures Please review the Testing Center's hours of operation on the Testing Center homepage prior to requesting center may extend its hours during the final exams. Times and dates are subject to change in regard to holidays, community events and inclement weather. homepage for the latest updates. If the campus is closed due to inclement weather or an unexpected event, students' appointments during that time will automatically be canceled. Schedule a Professor Consultation to make the testing experience easier for you and your students! A Testing Center staff member will sit down with you and show you what steps need to be taken to successfully administer an exam at the Testing Center. Each consultation can be done via a Teams online meeting or in the SP2 Testing Center's office, 1st floor, Room 11.175. The topics covered in the consultation are largely up to you; however, here are some topics that we will emphasize during the consultation. How and when to send an exam submission to the Testing Center to schedule an exam What type of exams the Testing Center delivers Required exam settings On/Off campus testing Test Aids The responsibility of Testing Center delivers Required exam settings On/Off campus testing FacultyTC@utdallas.edu, and a staff member will work with you to find a convenient meeting time. All exams will be collected 15 minutes prior to the scheduled closing time. If you do not complete by closing time, your exam will be picked up and considered completed. Late Arrivals: Students are not allowed to check in if their exam duration allotted time provided by the professor is 2.5 hours and the student arrives 1 hour prior to the Testing Center closing, he/she will not be able to take the exam and will need to reschedule. Academic Misconduct Proctors in the testing center will monitored and recorded to include real-time video and screen captures. Proctors watch from a seated position in the room, walk through the room and view a computer screen showing a video feed from the cameras inside the testing room. All incidents of academic dishonesty and suspected violations will be documented. The proctor will report the incident to the Testing Center personnel and will write an incident report, which will be submitted to the faculty member providing the exam and the Dean of Students, computers, websites, etc.) not authorized by the instructor. Attempting to remove questions or instructions of the staff. Causing a disturbance of any kind. Removing or attempting to remove questions and/or responses or notes (in any format) from the Testing Center. Center. Tampering with the operation of the computer or attempting to use it for any function other than taking the exam. Sharing a calculator with other examinees. Talking with other examinees during an exam. More Resources