

Dear Rawls Faculty,

The Rawls Testing Center is accepting test requests for the Spring 2024 semester for **on-campus, undergraduate, and graduate courses** with tests administered through **Blackboard**. Please submit your request by January 12, 2024.

We will review all submissions as they come in and do our best to accommodate every request as it is made. Your test dates and times may need to be adjusted to accommodate all tests.

Guidelines for Spring 2024

New Policies and Procedures - Reminders

These policies and procedures took effect during the Fall 2023 semester and will be continued.

1. Due to time and space constrictions during final exams, we ask that you **please keep your final exam time to 1hr**. This will help to keep things flowing in the testing center during final exams. *If it is necessary to have an exam of more than 1 hr., please reach out to me as soon as possible to discuss how we can accommodate it.
2. We request that you send us a copy of your syllabus and course schedule to keep on file in the testing center. This will help us with questions that arise about scheduling or questions about testing-related matters.
3. It is **mandatory** that all faculty testing with us provide a contact number, not a TTU office number, for us to reach them should an exam-related issue arise. We have had several instances arise where we could not get in contact with a faculty member to resolve issues in a timely manner.
4. All faculty are **required** to confirm exam settings and submit any exam materials no less than 24hrs before the start of their testing period. We have had several instances of students waiting to test because formula sheets had not been delivered in a timely manner.

Extended Operating Hours - Reminders

Extended operating hours are **ONLY** offered during the Spring and Fall Semester.

- The hours of operation Monday through Thursday will be 8:00 am - 8:00 pm
- The hours of operation on Fridays will remain 8:00 am - 5:00 pm
- The last check-in will be 15 minutes before closing time.
- A staggered testing schedule has been implemented.

Course requirements to close at the 8:00 pm hour

- Priority will be given to Primary Core Courses (400 + student enrollment) to close at 8:00 pm and restricted to two full days.
- Primary Core courses **will not** be allowed to close on Friday.
- Secondary Core Courses (180-399 student enrollment) will close at 4:00 pm or 5:00 pm.
- Courses whose student enrollment is under 180 will be restricted to 1 test day, 8:00 am-5:00 pm.

Final Exams

- Primary and Secondary Core Courses will take priority in final exam scheduling.

Exam Confirmation

- All faculty will be required to confirm exam settings and submit any exam materials **no less** than 24hrs before the start of their testing period.

Exam Related Issues

- Faculty must provide contact information and be available during their scheduled testing period.
- In case of a student issue and the faculty member cannot be reached and 15 minutes have passed, the student will be released and instructed to come back the following day.

Graduate Courses

- Face to Face graduate courses will be allowed to have their tests administrated in the testing center.
- Tests must **not** coincide with undergraduate sections that have been given priority.

On-Campus Courses (Face-to-Face/Hybrid)

- The RTC facilities will only be open when tests are scheduled and only for students who are testing at that time.
- Our hours of operation are Monday through Thursday will be 8:00 am - 8:00 pm; the last check-in will be at **7:45 pm**, with all tests submitted by **8:00 pm**. Fridays will remain 8:00 am - 5:00 pm;; the last check-in will be at **4:45 pm**, with all tests submitted by **5:00 pm**.
- Faculty must be prepared to administer their tests online if the facility/campus closes for any reason.
- All faculty using the Rawls Testing Center must provide a cell phone contact number when booking tests in case of issues with test settings, outages, or other problems. Faculty must be reachable during the entirety of their test window by their office phone or the cell phone number provided.

Reminder: Exam time limits are not to exceed the normal scheduled lecture components' time length (Student Disability Services not included)

- During final exams, no extra credit can be provided to students as an incentive to come to the Rawls Testing Center at certain times.

Hours of Operation & Important Dates: Please refer to our website: [Hours of Operation](#)

Finals: Hours of Operation are extended on May 2nd – 4th, 6th -7th from 8:00 am to 10:00 pm.

Priority Order and Policies for use during Finals Week:

- 1) Primary core classes are courses with a total term enrollment of **400+** students. Each exam is open for 2 days on a staggered basis. **We have already met with the faculty associated with these core courses and accommodated their schedules.**
- 2) Secondary core classes are courses with a total term enrollment of **100 – 349** students and will have exams scheduled for **1 day** with the Testing Center.
- 3) Classes with enrollment below 100 will be able to use the testing center on a first-come, first-served basis, as long as they are willing to have the exam open for one day only during finals, from **8:00 am to 12:00 pm**.

Final Exam submissions are subject to review and change; every effort will be made to accommodate your requests. You will receive a confirmation once your final exam has been reviewed and accepted.

Closing times for finals are based on class size:

- Up to 100 close at 12:00 pm (noon)
- 101-400 close at 5:00 pm
- 401-900+ close at 10:00 pm

If you would like to schedule a test, please use the below template for your request, and email it to Rawls.TestingCenter@ttu.edu :

Course number: BA 1234

Sections/number of students: Section 001 (50 students), Section 002 (45 students)

Course number/Sections	Test number	Date/Time Requested	Test Length	Materials Needed
BA 1234 – sections 001 & 002 (95 students)	Test 1	February 10 - 11 9am-4pm	50 minutes	Scratch Paper, Financial Calculator
	<i>Test 2</i>	<i>Date</i> <i>Time</i>	<i>Length</i>	<i>Materials</i>

Make-Up Exam Policy

Make-Up Exam Policy

- Make-Up exams will be completed during the make-up exam period.
 - Spring and Fall term make-up exam window (5 days before study day) will follow the academic calendar.
 - Exceptions to the Rule:
 - Any student absent due to university business will be allowed to complete their exam before departure or immediately after their return.
 - A student with a documented medical absence may complete their exam upon their return.

Make-Up Exams are **NOT PERMITTED** during Study Day or Final Exams

Blackboard Training

TTU eLearning has short courses in Blackboard to introduce faculty to online course design and instruction best practices: <https://www.depts.ttu.edu/elearning/faculty/design/>

Faculty Blackboard Support: <https://www.depts.ttu.edu/elearning/blackboard/>
<https://www.depts.ttu.edu/elearning/blackboard/instructor/>

Presentations about the RTC: We would like to extend the offer of speaking to your students about the Rawls Testing Center before their first test in a short 5-minute presentation followed by a Q & A. If interested, please get in touch with us!

For additional information, please visit our website at testing.ba.ttu.edu or the 'Faculty Resources' page at testing.ba.ttu.edu/faculty.

Please do not hesitate to contact us with any questions.