

Dear Rawls Faculty,

The Rawls Testing Center is accepting test requests for the Summer 2023 semester for **on-campus undergraduate courses** with tests administered through **Blackboard**.

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

Guidelines for Summer 2023

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

- RTC facilities will only be open when tests are scheduled and only for students who are testing at that time.
- **NO EXTENDED HOURS DURING SUMMER** Our hours of operation during testing are 8:00 am to 5:00 pm; the last check-in will be at **4:45 pm**, with all tests submitted by **5:00 pm**.
- Exam time limits are not to exceed the normal scheduled lecture components' time length (Student Disability Services not included)
- During final exams, students cannot be given extra credit as an incentive to come to the Rawls Testing Center at certain times.

Exam Settings 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 return the following day.
- Faculty must be prepared to administer their tests online if the facility/campus closes for any reason.

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>

Finals: Hours of Operation on June 30th - July 1st and August 3rd - 4th are from 8:00 am to 5:00 pm.

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

Make-Up Exam Policy

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- Make-Up exams will be completed during the make-up exam period.
 - For summer sessions, two days before final examinations will be set aside as days of no examinations, except for administering bona fide make-up
 - An exception to the Rule:
 - Any student absent due to university business will be allowed to complete their exam before their 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/>

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,

Jeremiah Baumann

Rawls Testing Center Management



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