

**Rawls Testing Center**  
**Summer 2021 – Faculty Letter**

**May 19, 2021**

Dear Rawls Faculty,

The Rawls Testing Center will be opening for the Summer 2021 semester on a **limited** basis starting June 2, 2021 for **on-campus, undergraduate courses** with tests administered through **Blackboard**. Some adjustments to our operations remain necessary: seating capacity is limited to **25** students and **all exams must end by 4:45pm** to facilitate necessary sanitary procedures.

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 2021**

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

- **New:** Students will sign up for specific time blocks during the test window using our **Calendly** page [Calendly - Rawls Testing Center](#)
- The RTC facilities will only be open when tests are scheduled and **all exams must end by 4:45pm**
- Faculty must be prepared to administer their tests online if the facility/campus closes

If you would like to schedule a test, email us [Rawls.TestingCenter@ttu.edu](mailto:Rawls.TestingCenter@ttu.edu) the following information:

- Class number and list of sections (*on-campus sections only*)
- Number of students per section/total number of students
- All desired dates/time frames (*reminder: only 25 students can be seated at a time*) including:
  - Length of each test (*reminder: Exam time limits are not to exceed the normal scheduled lecture components' time length (Student Disability Services not included)*).
  - Materials needed per test (*we will still provide scratch paper/calculators*)
  - For final exams: please include your scheduled date/time and the desired date/time span (***Hours of Operation will be based on requests and subject to change***)
- Emergency contact cell phone number

**Online Courses**

If you are teaching an **online, undergraduate course** and would like assistance in using/reviewing your Proctorio recordings, please visit our website for more information: [testing.ba.ttu.edu/faculty/services](http://testing.ba.ttu.edu/faculty/services).

**For additional information** please visit our website at [testing.ba.ttu.edu](http://testing.ba.ttu.edu) or the 'Faculty Resources' page at [testing.ba.ttu.edu/faculty](http://testing.ba.ttu.edu/faculty).

Please do not hesitate to contact us with any questions,

Jeremiah Baumann & Nettie Kvick

Rawls Testing Center Management



Room NW104 | 703 Flint Ave | Lubbock, TX 79409  
[Rawls.TestingCenter@ttu.edu](mailto:Rawls.TestingCenter@ttu.edu) | 806-742-8378