

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

**December 17, 2020**

Dear Faculty,

The Rawls Testing Center will be opening for the Spring 2021 semester on a **limited** basis starting January 20, 2021 for **on-campus, undergraduate courses** with tests administered through **Blackboard**. As with Fall 2020, some adjustments to our operations remain necessary due to limited seating capacity and sanitary precautions that will need to be followed by students and RTC staff. 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. **NOTE:** To facilitate necessary sanitary procedures, **all exams must end by 4:45pm**

**Please note:** The RTC will not be able to accommodate in-person assistance for faculty. Your primary way to receive assistance is to contact us by email at [Rawls.TestingCenter@ttu.edu](mailto:Rawls.TestingCenter@ttu.edu) or by calling 806-742-8378.

### **Special Guidelines for Spring 2021 Testing**

- The RTC facilities will only be open when tests are scheduled and only for students who are testing at that time.
  - **NOTE:** To facilitate necessary sanitary procedures, **all exams must end by 4:45pm**
- Only Face-to-Face and Hybrid course sections can request to use the RTC, faculty teaching online or testing online can use Proctorio (see below).
- Only **25** seats available at a time, test windows will have to be scheduled to accommodate this restriction.
- All students must correctly wear masks while in the RTC and will be turned away if they are ill.
- Faculty must be prepared in the eventuality that the RTC must close for extended periods, or for the rest of the semester, to administer their tests online.

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

If you have an **on-campus** class and would like to schedule a test, please email us at [Rawls.TestingCenter@ttu.edu](mailto:Rawls.TestingCenter@ttu.edu) with 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

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Feel free to use the below template for your request:

**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>

**Online Courses**

If you are teaching an **online, undergraduate course** and would like assistance in using or in reviewing your Proctorio recordings, please email us at [Rawls.TestingCenter@ttu.edu](mailto:Rawls.TestingCenter@ttu.edu) to receive information on this new service.

**For general/additional information:** please visit our website at <http://testingcenter.ba.ttu.edu> or our 'Faculty Resources' page at <http://www.depts.ttu.edu/rawlsbusiness/testing/faculty/>

Please do not hesitate to contact us with any questions or if you need assistance scheduling your test.

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Rawls Testing Center Management



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