Dear Rawls Faculty,

The Rawls Testing Center is accepting test request for the Summer 2022 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 2022**

**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 during testing are 8:00 am to 5:00 pm; 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 either by their office phone number or by 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.

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)

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

**Finals:** Hours of Operation on July 1st-2nd and August 4th-5th are from 8:00 am to 5:00 pm.

**Hours of Operation & Important Dates:** Please refer to our website: Hours of Operation

**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.
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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Rawls.TestingCenter@ttu.edu | 806-742-8378