

Chapter 3.3 Testing Services

Subchapter 3.3-100. General Provisions

Sec. 3.3-101. Purpose

a. The purpose of the testing services is to provide students with proctoring services of approved examinations through the administration of correspondence examinations, the College-Level Examination Program (CLEP) examinations, and standardized testing. Examinations are administered to insure the security of the examination and with each student's particular needs in mind.

Sec. 3.3-102. Definitions

In this chapter, unless the context requires a different meaning:

- a. "chief student affairs officer " means the chief student affairs officer or their designee;
- b. "student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus;
- c. "university" means The University of Texas at Tyler;
- d. "staff" means a current employee of The University of Texas at Tyler.

Sec. 3.3-103. Introduction

a. A variety of standardized examinations and correspondence examinations are offered through Testing Services. Testing is open to the public for the following standardized examinations: Texas Examinations of Educator Standards (TExES), and the Scholastic Aptitude Test (SAT). Other examinations offered only to currently enrolled students include: CLEP, MAT, Quick THEA, and correspondence examinations. These examinations will be administered on a first-come, first-served basis to students who make an in-person appointment one week in advance of the examination date. Accuplacer is offered to students who have been accepted to the university and are referred from the university admissions office or the student's UT Tyler academic advisor.

b. Each examination has specific instructions regarding procedures that must be followed relative to application, administration, grading, and dissemination of results; therefore, it is recommended that the examinee visit with the staff in the Testing Center office about these issues before their testing appointment time.

c. A testing appointment is made for the student when they present a copy of the receipt from the paid proctor fee from the cashier. Their name is placed in the appointment scheduler with a telephone or pager number where he/she can be contacted. All testing appointments are made on a first come first serve basis and must be made at least one week prior to the test date requested. Only Student Services personnel may make appointments for testing.

d. As specified by the sponsoring testing agency (examples: National Evaluation Services sponsors the THEA and Educational Testing Services sponsors the TExES/ExCET): Special instructions for each examination are strictly adhered to; testing security is maintained at all times; and an individual desk space for each examinee is provided.

e. The testing office will provide special accommodations to examinees upon prior written approval from the sponsoring agency. It is the examinees responsibility to assure that the Testing Office has received the appropriate special accommodation information. Testing staff will consult with the disability support services counselor when specific accommodations for testing are requested by the sponsoring testing agency.

f. The disability support services counselor is responsible to approve requests for accommodation for the Quick THEA and CLEP. (See Disability Services Policies and Procedures.)

g. The Testing Center Office does not receive the official examination scores of any examination. Examinations requested sent to the university, are received in the Admissions Office or the Office of Graduate Studies.

Sec. 3.3-104. Application

a. A Testing Services examination schedule is available in the Testing Center and on the Testing Center website. A copy of the examination schedule is also sent to each academic dean, the Registrar, and the Assistant Vice President of Enrollment Management at the start of each fall semester. Testing services are located in the Testing Center, University Center, Room 3160.

b. Testing fees vary based on the individual examination and are subject to change. Each examination has a general information sheet attached including current fees. A proctor fee ranging from \$20-\$25 (depending on the examination) is paid to the cashier's office prior to making an appointment to take an examination.

c. The Testing Center office hours of operation are Monday through Friday from 8:00 am – 5:00 pm. There are designated times for specified standardized examinations. CLEP, MAT, Quick THEA, and correspondence examinations will be administered to students by, in person appointment only, on a first-come first-served basis at a minimum of one week in advance of the examination date. Accuplacer is administered Monday through Thursday from 9:00 am – 2:00 pm and Fridays from 9:00 am – 12:00 pm.

d. Students will receive a satisfaction survey from the Testing Center staff on the date of the scheduled examination. The student will be requested to complete the survey upon completion of the exam. The survey may be given to the Testing Center staff or dropped off in the Testing Center office.

e. The Director of Student Services reviews the surveys periodically in order to evaluate the effectiveness of services. Information from the surveys will be used to update, expand, and/or improve the testing services.

Sec. 3.3-105. Testing Programs

a. Testing services offers a variety of National Standardized Examinations as well as paper/pencil, and others college level examinations including correspondence course examinations. Testing programs administered include:

1. National Standardized Examinations: The Miller Analogy Test (MAT), the Scholastic Aptitude Test (SAT), and the College Level Exam Program (CLEP). (The GRE and the GMAT are available only on computer at a designated site off campus.) Other national tests are administered as determined by university needs.
2. Paper/pencil tests include: the Quick THEA, and the Texas Examinations of Educator Standards (TEXES/ExCET).

3. Accuplacer is offered to students who have been accepted to the university and are referred from the university admissions office or the student's UT Tyler academic advisor. Correspondence Tests are administered to currently enrolled students and only for college level courses.
4. Course examinations offered at UT Tyler that are approved for special accommodations through the Disability Services Office. (Alternate testing is administered in cooperation with Testing Services and Disability Services)

Sec. 3.3-106. General Guidelines for Testing Services Computer Center

- a. Computers used in the testing services computer center are to be used only for programs offered through Student Services.
- b. No outside software or disks may be used in the student services computer lab.
- c. No food or drinks are allowed in the lab.
- d. Users are asked to clean up after themselves – throw away any trash they may have.
- e. Users are asked to be respectful of others. No loud talking or listening to tapes or software without headphones when others are in the room.
- f. No vulgarity or profanity is allowed in the lab.
- g. Pornography, offensive and inappropriate material is not permitted in the lab, whether it is brought in or accessed from the Internet.
- h. Ignorance is no excuse. Be careful of copyright infringement and be aware of the Computer Crimes Law. For more information, see [UT Tyler Information Resources Acceptable Use Policy](#) or the [UT System Copyright Policy](#).
- i. Absolutely no unauthorized software may be used or installed on any of the computers in the lab. This includes software that comes with textbooks. If text book software is needed, please make prior arrangements with the Testing Center staff (903.566.7079).
- j. Absolutely no copying or duplication of copyrighted software will be permitted.
- k. No one may promote any commercial activity using University resources. Examples of inappropriate use are:
 - l. Posting advertisements
 - m. Posting "chain letters"
 - n. Using resources for any community or social work unless it is school sponsored.
 - o. Never use any University-provided computing resource to do something illegal, threatening, or deliberately destructive – not even as a joke.
 - p. Users are not permitted to try and repair any computer problems, software or hardware.

- q. Users are not permitted to move or reposition the workstations.
- r. Users are not permitted to reboot the computers.
- s. No physical abuse of the equipment is permitted.
- t. Any person abusing computers, equipment, or software will be subject to removal from the lab.
- u. If there is a problem with the equipment, users are asked to notify a student services staff member. Users are not authorized to repair the equipment.
- v. No user's external peripheral is allowed to connect to lab computers without prior approval.

Sec. 3.3-107. Record Maintenance

- a. Confidential testing information is maintained in locked file cabinets in the Testing Coordinator's or Director of Student Services offices. Confidential testing information should not be left unattended in places where anyone other than student services staff members or Director of Student Services may have access to it; this includes desktops and unlocked drawers. All confidential information should be returned to the locked file cabinets at the end of the day.
- b. Only Student Services staff personnel designated by the Director of Student Services have access to confidential testing information. This information may not be released to anyone unless authorized by the sponsoring testing agency. Confidential testing information is kept according to the instructions of the sponsoring testing agency.

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