

# Manual of Policies and Procedures for Student Affairs

## Subchapter 3.3 Testing Services

### Subchapter 3.3-100. General Provisions

#### Sec. 3.3-101. Purpose

a. The purpose of testing services is to provide accurate and secure testing opportunities that meet the individual needs of students in an environment conducive to academic success. We provide proctoring services for standardized testing, university-level correspondence testing, placement exams, institutional effectiveness assessments, as well as accessibility testing.

#### Sec. 3.3-102. Definitions

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

1. "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;
2. "university" means The University of Texas at Tyler;
3. "faculty and staff" means a current employee of The University of Texas at Tyler.

#### Sec. 3.3-103. General Information

a. Testing Center hours may vary based on staffing availability and university needs, and certain tests may be offered by appointment only or on particular testing dates and times. Students should contact the testing center to check on scheduling and hours available for the exam they wish to take.

b. Testing fees vary based on the individual examination. These fees are paid to the cashier's office and a receipt brought to the testing center prior to taking an examination.

c. 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 about these issues before their testing appointment time.

d. A student ID and/or state-issued ID is required for all examinations.

e. [The current testing schedule and fees can be found on the testing center website.](#)

#### Sec. 3.3-104. Standardized Testing for Students

a. Tests Available:

1. ACT Residual
2. CLEP
3. MAT

b. Available to UT Tyler students by scheduled appointment on announced testing dates only

c. Fees are required for each of these exams

#### Sec. 3.3-105. Placement Exams

a. Tests Available:

1. Accuplacer (proctor fee required)
2. TSI (proctor fee required)

### 3. Math Placement

- b. Available to UT Tyler students only.
- c. Students may walk-in to take placement exams on a first-come, first served basis within the allotted testing hours scheduled for that particular day.

#### **Sec. 3.3-106. Open Standardized Testing**

- a. Tests Available
  - 1. SAT
- b. Available to anyone registered to take the exam through the individual testing company. The Testing Coordinator receives a list of registered examinees from the testing company and is not able to change this information.
- c. All fees are to be paid through the testing company.

#### **Sec. 3.3-107. Accommodated Testing**

- a. Available for students registered with the Student Accessibility and Resources office with a letter for accommodated testing.
- b. Testing by appointment, this is generally determined by the regularly scheduled test date and time given by the professor.
- c. There are no fees for accommodated testing.

#### **Sec. 3.3-108. University-Level Correspondence Testing**

- a. Open to UT Tyler and the community by appointment only.
- b. A proctor fee is required per exam.

#### **Sec. 3.3-109. Other Testing Services**

- a. Standardized test prep materials on-line, in office, or for check out.
- b. Institutional Effectiveness Testing.
- c. Consultation with faculty and staff regarding student testing needs.

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