Texas State University Round Rock Campus

Testing Center
Request to Take a Test: Regular In-Class Test or Quiz

1) Students, instructors and professors may schedule an exam in the Testing Center in Room 301 by emailing the Testing Center coordinator at rrc-testing@txstate.edu or calling the Center at 512-716-4020. Instructors and professors also may use the Instructor Testing Request Form-Round Rock Campus at http://www.rrc.txstate.edu/resources/osc/requestproctorform.html

2) The Testing Center will not administer any test with accommodations other than those that have been determined appropriate by the Office of Disability Services (ODS). Early in the semester or session, students are to advise their instructors and professors and the Testing Center coordinator that they will be using the Testing Center for quizzes and tests.

Students who attend classes on the San Marcos Campus may not schedule tests or exams in the Round Rock Campus Testing Center unless they have prior approval from their instructor or professor.

3) Students’ requests for tests and quizzes should be made at least 48 hours before each test or quiz is to begin. If the test or quiz will not be taken at the same time as the remainder of the class, the student is responsible for talking with their instructor or professor to agree upon an alternate time for their quiz/exam in the Testing Center. The Testing Center is open for tests from 2 to 7 p.m. Monday through Thursday.

4) Once a request is submitted, the student will receive an email confirmation at their Texas State University email address.

Pop Quizzes

If your professor will be giving pop quizzes in your class or lab, please have them contact the Testing Center coordinator, to discuss their options in giving a pop quiz with accommodations. Once an agreement is reached, the coordinator will contact the student via their Texas State email address.

Professor’s Review of Test Request

1) When a student submits a quiz/test request, the Testing Center coordinator will contact the instructor or professor of the course to obtain the exam and any special test instructions (e.g., length of time allowed, scantron, calculator, notes, book, etc.). Any and all additional materials must be approved by the professor prior to the day of the test.

2) The coordinator also will ask the instructor or professor how they prefer to receive the completed exam.

3) The Testing Center will notify the student via their Texas State email address of any changes the professor has made and schedule accordingly.

If the student has questions about the test arrangements, it is their responsibility to discuss their concerns with the professor.