



**BOB SCHIEFFER**  
COLLEGE *of* COMMUNICATION

## **College of Communication Testing Center Guidelines, Fall 2019**

Reservations can be made by submitting the [RESERVATION FORM](#)

Location: Dean's Conference Room, MOUS 207A

Hours:

**Monday 12:00 PM – 4:00 PM**

**Tuesday 12:00 PM – 4:00 PM**

**Wednesday 9:00 AM – 1:00 PM**

**Thursday 9:00 AM – 1:00 PM**

**Friday 9:30 AM – 1:30 PM**

Extended hours for midterms (weeks 6 & 8), study days (December 12 & 13), and Final Exam Week (December 16-20) will be available as those dates approach.

***Reservation confirmation is subject to room capacity and required accommodations.***

When making reservations, please keep in mind:

- Testing center reservations should be submitted through the [Bob Schieffer College of Communication Testing Center](#) form at least 72 business hours in advance of the requested appointment time.
- Tests should be brought to the Dean's Office in individual envelopes, our office will not provide them, before 5:00PM on the business day preceding the scheduled exam.
- Tests should be picked up by 5:00 PM the day following the appointment unless other arrangements have been made with the Dean's Office.
- Only professors in the Bob Schieffer College of Communication or their TA/GA should submit requests.
  - o Professors are responsible for communicating with students to arrange exam times.
  - o Professors are responsible for communicating accommodation requirements to the Testing Center
- Students will be given a comment form to communicate any questions they may have about the exam. Professors should not enter the testing center during an exam.
- The Schieffer College Testing Center is not able to provide proctors for in-class examination.

*If you have any questions, please contact Maeghan Bries at [m.e.bush@tcu.edu](mailto:m.e.bush@tcu.edu) or 817-257-5918.*