



BOB SCHIEFFER
COLLEGE *of* COMMUNICATION

College of Communication Testing Center Guidelines, Fall 2019

Reservations should be made through this link: [Bob Schieffer College of Communication Testing Center](#)

The testing center is located in the Dean's Conference Room, MOUS 207A will be available Monday, September 9, 2019 through Friday, December 20, 2019; *with the exception of school holidays*. The testing center will be hosted in the Dean's Conference Room, MOUS 207A. The testing center hours will be:

Mondays 12:00 PM – 4:00 PM

Tuesdays 12:00 PM – 4:00 PM

Wednesdays 9:00 AM – 1:00 PM

Thursdays 9:00 AM – 1:00 PM

Fridays 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 or 817-257-5918.