

## College of Sciences Testing Services

### Purpose

Testing Services for the College of Sciences (COS) offers course instructors a centralized, proctored option for administering approved make-up exams. This optional service is designed to support instructional efficiency while providing a reliable and well-managed testing environment for students.

### Policies & Procedures

Through COS Testing Services, instructors can schedule appointments for students who require an alternate exam session, reducing the need for individual arrangements while maintaining academic integrity. Use of this service for make-up exams is optional. All exams are proctored by a trained Graduate Coordinator following standardized procedures to ensure consistency, security, and compliance with COS and UT San Antonio academic policies and testing expectations.

Please note that COS Testing Services does not replace the [Adaptive Test Center \(ATC\)](#) managed by Student Disability Services (SDS). If there is a disability and approved accommodation(s), instructors and students should consult with SDS to determine if the student is eligible to use the ATC.

1. Prior to scheduling with COS Testing Services, the instructor and student should meet to discuss exam requirements and testing expectations using the [Exam Proctoring Checklist](#).
2. Scheduling request(s) must be submitted by the instructor via the COS Testing Services Scheduling Request Form at least 3 business days prior to the intended test date. While we will do our best to accommodate all requests, requests submitted with less notice may not be confirmed; the instructor and student may need to make alternate arrangements.
3. It is the instructor's responsibility to submit the Exam Proctoring Checklist and the exam document to COS Testing Services once the instructor receives the confirmation email. It is preferred that documents are sent via email as PDFs; if the instructor prefers, documents can be dropped off at COS Testing Services, BSB 2.03.10, during hours of operation. If these items are not received, the instructor will need to reschedule the student's exam.

4. Students must arrive promptly at COS Testing Services, BSB 2.03.10. Students arriving more than 10 minutes late cannot be guaranteed to receive the full time allotment as noted on their Exam Proctoring Checklist, due to other scheduled bookings.
5. It is the student's responsibility to bring a pen, pencil, scantron, laptop, blue book, calculator, and/or other materials that are needed to complete the exam.
6. While in the testing room, students are only allowed to have items at their workspace that have been approved by their instructor in the Exam Proctoring Checklist.
7. Students with questions or concerns about the exam, before or after taking the exam, will be asked to contact the instructor directly. If other issues arise during the exam, COS Testing Services staff will attempt to contact the instructor. It is highly recommended for instructors to provide a direct contact option on the Exam Proctoring Checklist, or to have someone designated to speak on their behalf.
8. Students review and sign an [Academic Integrity Acknowledgement](#) when they check in for their exam. Students are expected to uphold the integrity of the examination process.
9. When exams are completed, the Graduate Coordinator will ensure the instructor receives the exam as indicated on the Exam Proctoring Checklist and the Academic Integrity Acknowledgement. The Graduate Coordinator may include proctor notes with details of observed student behavior.

## Reservation Process

**COS Testing Services** is in **BSB 2.03.10**.

Hours of operation are as follows:

- Mondays: 12:00pm-4:00pm
- Tuesdays: 12:00pm-4:00pm
- Wednesdays: 12:00pm-4:00pm
- Thursdays: 12:00pm-4:00pm

1. Complete the [COS Testing Services Scheduling Request Form](#).
2. Within 2 business days of submission, instructors will receive an email from [COS.TestingServices@utsa.edu](mailto:COS.TestingServices@utsa.edu) confirming whether the request has been approved. If confirmed, the email will include additional information and forms that must be completed and returned by the instructor 1 business day prior to the exam administration.
3. The Faculty Member is responsible for communicating the confirmed exam location, date, time, and reiterating any expectations, to the student.