

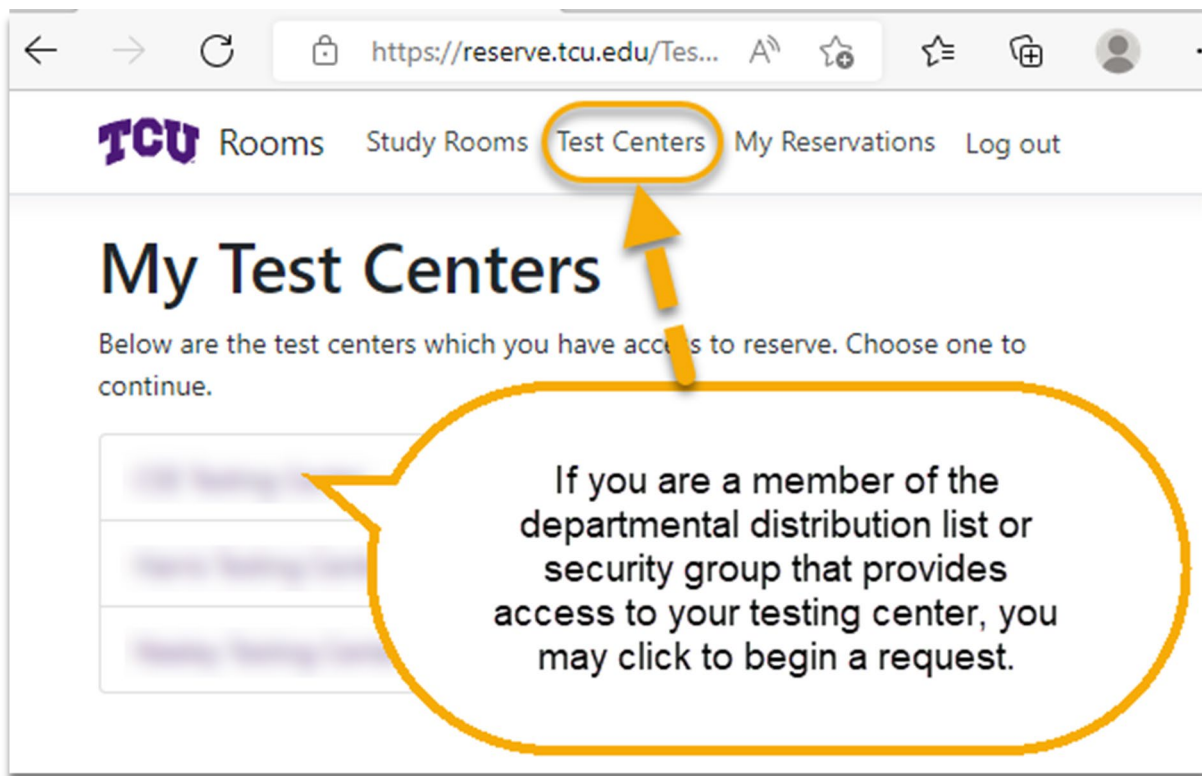
Faculty Instructions for Test Center Reservations

Visit this page in your web browser to begin: <https://reserve.tcu.edu/TestCenters/>

If you do not have a logged in session yet, you will be prompted to enter your TCU username and password. Keep in mind that the site will use the email address of the logged-in user for records, so the logged-in person who creates test center requests will also be responsible for forwarding confirmation emails and processing any cancellations.

Refer to following images for visual instructions of how to complete the steps for a test center reservation.

Step 1: Choose your testing center - <https://reserve.tcu.edu/TestCenters/>



Note: if it is your first time making a reservation, it is possible you may not be set up on the departmental group or list that gives you access to this page. If you see a message saying so, contact your test center coordinator – who will work with IT to get you added to the appropriate list.

Step 2: Browse the preferred testing date for availability

The screenshot shows a web browser window with the URL <https://reserve.tcu.edu/Tes...>. The page header includes the TCU logo and navigation links: Rooms, Study Rooms, Test Centers, My Reservations, and Log out. The main heading is "Reserve a Seat in the Testing Center". Below the heading, there is a section for "Listed here are some basic descriptions and policies of your testing center." which is highlighted by a yellow callout bubble. The "Schedule" section has a dropdown menu set to "Main Semester", highlighted by a yellow callout bubble with the instruction "1. Choose between regular semester or finals schedules". The "Day" section has a date picker set to "08/17/2022", highlighted by a yellow callout bubble with the instruction "2. choose the date to view availability.". The "Duration" section has a dropdown menu set to "60 min.", highlighted by a yellow callout bubble with the instruction "3. Pick the time amount (round up to 15 minute increments) that is necessary for the student's test. Exact time to be specified later.". A purple "Search" button is located at the bottom of the form.

Note: be aware of your test center's policies – there may be a deadline at which time you are not allowed to create reservations for the next day.

Step 3: Choose a start time from available seats on the test day

The screenshot shows a web browser window with the URL <https://reserve.tcu.edu/TestCenters/...>. The page header includes the TCU logo and navigation links: Rooms, Study Rooms, Test Centers, My Reservations, and Log out. The main heading reads "Select a [redacted] Testing Center seat (8/17/2022, for 60 min.)". Below this, a paragraph states: "Below are the available seats for the date and duration selected. Select a start time and click Next, or go back to day and duration selection." The main content is a table with three columns: "Seat", "Available Times", and "Start Time".

Seat	Available Times	Start Time
[redacted] Seat 01	8:30 AM - 10:45 AM, 1:00 PM - 4:45 PM	Select a Start Time ▼ Next
[redacted]	[redacted] AM, 1:00	Select a Start Time ▼ Next
[redacted]	[redacted]	Select a Start Time ▼ Next
[redacted]	[redacted]	Select a Start Time ▼ Next
[redacted] Seat 05	[redacted] AM, 1:00 [redacted] PM	Select a Start Time ▼ Next

If your center has availability for the time length you specified on this day - this grid will show you which seats match your request.

Pick a start time (that your student has agreed to attend) and press Next

Note: you can use this screen to browse test center availability for the time amount you specified. Using this information you can converse with your student to find an agreed-upon date and start time before proceeding any further.

Step 4: Enter testing instructions for your student, and submit the reservation

The screenshot shows a web browser window at [https://reserve.tcu.edu/TestCenters/Neeley/...](https://reserve.tcu.edu/TestCenters/Neeley/). The page title is "Reserving [redacted] Testing Seat 02 on 8/17/2022 at 1:00 PM for 60 min." The navigation menu includes "TCU Rooms", "Study Rooms", "Test Centers", "My Reservations", and "Log out".

The form contains the following sections and fields:

- Accommodations Reporting:** A section with a heading and a paragraph: "Please check below any official accommodation categories that are being met via this request. If this request is not for an official accommodation, leave blank. This is logged separately for university reporting, and is not included in the request email or information." Below this are several checkboxes for accommodation types.
- Department:** A dropdown menu labeled "Select the Subject / Department".
- Course Number:** A text input field.
- Section:** A text input field.
- Test Time Allowed (minutes):** A text input field containing "60".
- Student Last Name:** A text input field.
- Student First Name:** A text input field.
- Comments (optional):** A text input field.
- Special Instructions (select all that apply):** A list of checkboxes for various testing accommodations.
- Other:** A text input field for additional instructions.
- Buttons:** "Reserve" and "Reserve and Add Another Seat".

Yellow callout boxes provide the following instructions:

- Accommodations Reporting:** "If your student has official accommodations on file, please check any categories here that best match - this is logged separately for usage reporting for the university."
- Department:** "Choose or enter the 4 letter subject / department code for the course"
- Course Number:** "Enter the 5 digit course number (e.g. 10123)"
- Section:** "Enter the 3 digit section number (e.g. 020)"
- Test Time Allowed (minutes):** "Adjust this time (in minutes) that your student is allowed to have the exam"
- Comments (optional):** "any general comments for the testing center (not accommodation instructions, those are below)"
- Special Instructions (select all that apply):** "This is a list of common testing instructions and accommodations. Choose any that apply. For any additional instructions or accommodations that are needed, type those in the 'Other' textbox."
- Buttons:** "Click Reserve to complete. You will receive a confirmation email that you can forward to your student. You can also choose 'Reserve and Add Another Seat' to save time if you need to schedule multiple exams on this same day."

Step 5: Forward confirmation emails as preferred

You will be shown a successful status message in your browser upon a completing the reservation. In addition, you will receive a confirmation email containing the reservation information. If it is your preference you may forward this email to your student.

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Reservation: [REDACTED]
Resource: Testing Seat 05

Click on the attachment to add to your calendar.

This will be your only confirmation - please retain for your records.

---For Student---

Date and Time: Wednesday, August 17, 2022 12:45 PM

Location: [REDACTED]

STUDENT ID REQUIRED FOR ENTRY
Be on time for your scheduled reservation!
Approved absences: illness, accident, or family emergency - otherwise - any cancellation must go through your professor at least 24 hours in advance of the reservation.

APPOINTMENT DETAILS:
Student: [REDACTED]
Seat: Testing Seat 05
Start Time: 2022-08-17 12:45 PM
Duration: 60 min.
Requestor: [REDACTED]
Requestor Email: [REDACTED]
Department: [REDACTED]
Course: [REDACTED]
Special Instructions:
Comments: [REDACTED]

--- For Faculty ---

Please forward this information to your student.

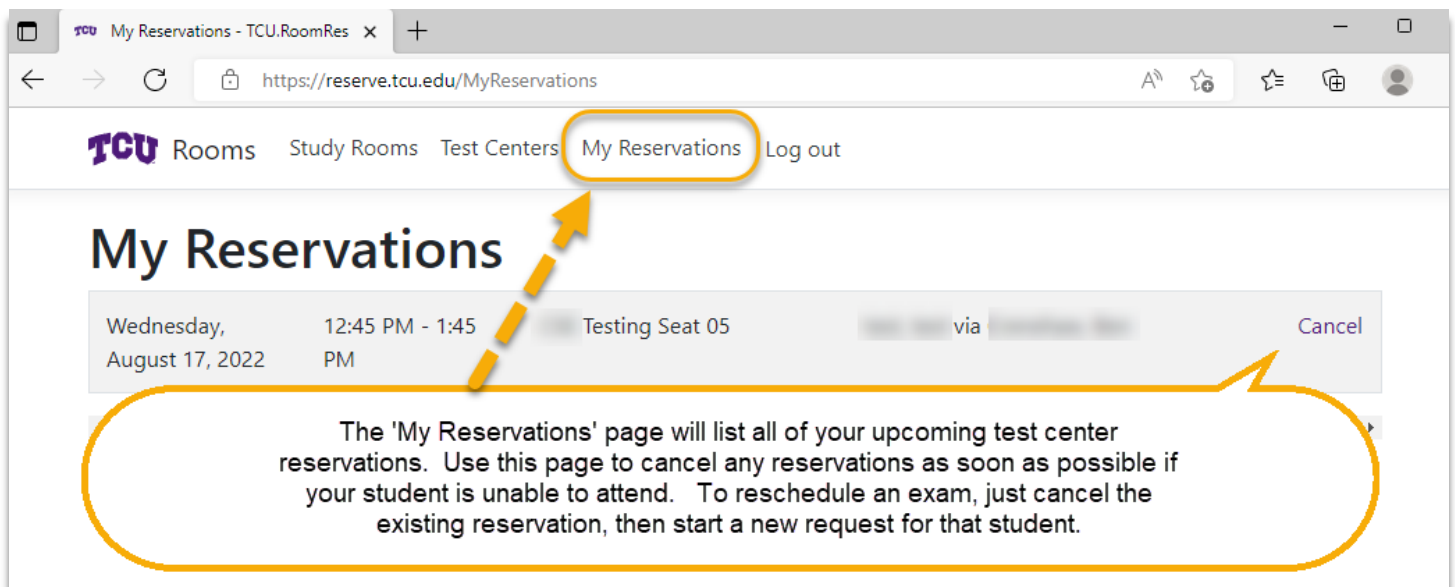
Please make any cancellation 24 hours in advance at <https://reserve.tcu.edu/MyReservations>

Your confirmation email will contain the information you requested for the exam - this email can be forwarded to your student.

There is also an attached calendar file that your student can click - if they want to add a reminder to their calendar.

Step 6: View your Reservations / Process any cancellations

The My Reservations page will show you a list of all upcoming reservations you have made. If your student contacts you that they need to reschedule their exam time, then cancel that existing reservation and begin a new one.



The screenshot shows a web browser window with the URL <https://reserve.tcu.edu/MyReservations>. The page header includes the TCU logo and navigation links for Rooms, Study Rooms, Test Centers, My Reservations (highlighted with a yellow circle), and Log out. The main heading is "My Reservations". Below it, a reservation entry is shown for Wednesday, August 17, 2022, from 12:45 PM to 1:45 PM, for Testing Seat 05. A "Cancel" button is visible to the right of the reservation details. A yellow dashed arrow points from the "Cancel" button to a yellow callout box containing the following text:

The 'My Reservations' page will list all of your upcoming test center reservations. Use this page to cancel any reservations as soon as possible if your student is unable to attend. To reschedule an exam, just cancel the existing reservation, then start a new request for that student.