



UNIVERSITY OF
ST. THOMAS

Testing Center

(713)924-3451 | testing@stthom.edu

STUDENT TEST POLICY

Testing accommodations are provided at the Doherty Library, which is located at 1100 W. Main. This Student Test Policy is designed to help ensure that testing is conducted effectively and that the Testing Center runs efficiently.

1. Appointments are required. The student is responsible for making his/her own appointment.
2. Appointments should be made as far in advance as possible to make certain there is available space and that the faculty member is able to send the test; as such, same day appointments are generally not able to be accommodated.
3. When making the appointment, the student will be asked to provide his/her name, a telephone number, the professor's name, and the length of time allowed for the test. Students granted extended testing time by Counseling and Disability Services should indicate the total length of time allowed by their accommodation and any additional testing accommodations they have, such as use of a computer, etc.
4. Notify professor of testing appointment to ensure the test is delivered on time.
5. Cancellations are allowed one time each semester. Professor will be notified for repeating cancellations. The test must be scheduled within the Testing Center office hours and with enough time to allow for the full length of the test. If the student arrives later for their scheduled test, the time forfeited. (Example: If a student's test is scheduled for 3:00 PM and the student arrives at 3:15 PM, then the student will forfeit 15 minutes of testing time.)
6. Bring student ID, arrive on time and prepared.
7. Students testing at the Testing Center are expected to test in an ethical manner.
8. No cell phones, smart watches, any electronic devices, calculators, books, paper, etc. is allowed in the testing room unless specifically noted by the professor's instructions. Any unauthorized materials will be confiscated and will be reported to:
 - a) The professor who provided the exam
 - b) The Director of Academic Advising and Enrollment Services
 - c) The Dean of Students

Office Hours: 8:30 AM – 5:30 PM Monday – Thursday
8:30 AM – 5:00 PM Friday

Testing Hours by appointment; 9:00 AM – 5:00 PM Monday-Thursday
9:00 AM – 1:00 PM Friday