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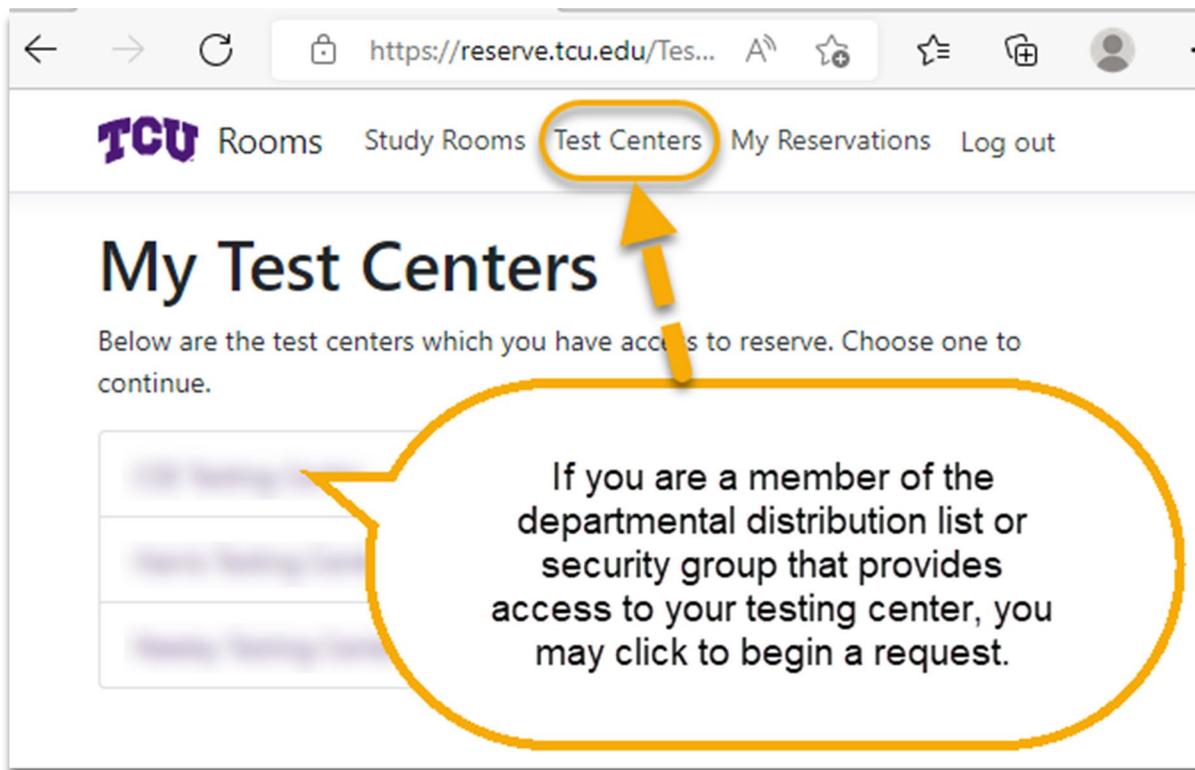
Note: if it is your first time making a reservation, it is possible you may not be set up on the departmental group or list that gives you access to this page.   If you see a message saying so, contact your test center coordinator – who will work with IT to get you added to the appropriate list.

Step 2: Browse the preferred testing date for availability

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

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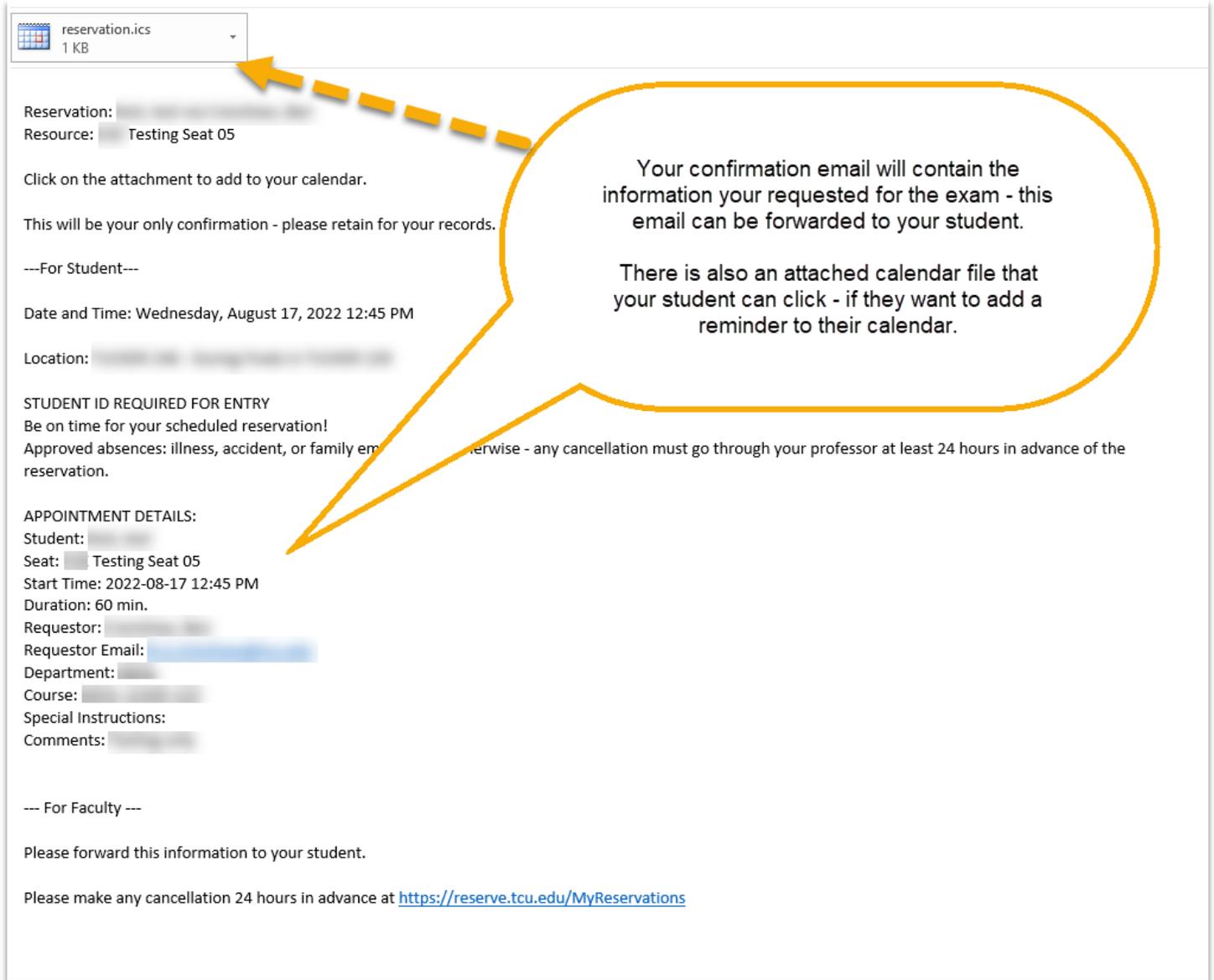
Step 4: Enter testing instructions for your student, and submit the reservation

Department

Select the Subject / D

> 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)

60

> Adjust this time (in minutes) that your student is allowed to have the exam

Student Last Name

Student First Name

Comments (optional)

> any general comments for the testing center ▮▮

Special Instructions (select all that apply)

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☐ Laptop permit▮▮▮
☐ Name on ▮▮▮▮▮▮▮
☐ Notecard ▮▮ ▮▮▮▮
☐ Scantron ▮▮▮▮
☐ Scantron ▮▮▮▮
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> This is a list of common testing instructions ▮▮▮▮ Choose any that apply. For any additional instructions ▮▮▮▮▮▮▮▮▮ that are needed, type those in the 'Other' textbox.

> 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.

Other

[Reserve] [Reserve and Add Another Seat]

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.

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.