

PROCTORED EXAMS (FRESNO STATE COURSES)

The Bulldog Testing Center (BTC) is a campus facility that helps both faculty and students with their testing needs. We provide a proctored, secure, quiet, relaxing environment for test takers and a simple process for faculty to set-up exams in person or through email. The BTC administers early take, make-up, full class, and computer based blackboard exams. The BTC also provides an excellent testing environment for department exams such as the ALEKS, Calculus Readiness Test (CRT), US Constitution Test, and the Upper Division Writing Exam (UDWE).

As an instructor, you will be responsible for scheduling all exam dates and making appropriate announcements on the availability of your test(s). The BTC does not send any testing materials through campus mail. Offices can be found in UC 201 during standard campus hours. If you would like more information please feel free to contact our department by phone 8-4137, 8-2229, or by email TestCenters@CSUFresno.edu

The BTC has two offices that administer different exam types, please confirm the location of your test before informing your students.

Family Food Science (FFS) RM 210 - Appointment only

ALEKS, Computer Based Exams, and UDWE

University Center (UC) RM 201 - Walk-in

General Full Classroom Exams, Make-up/Early take, US Constitution, and CRT

NOTE: The Department of the BTC is in no way related to the Departments of Services for Students with Disabilities (SSD) or Professional Examination Services (PES). Department Responsibilities are as follows:

Bulldog Testing Center (BTC) - General full classroom exams, makeup exams, UDWE, CRT, ALEKS, US Constitution.

Services for Students with Disabilities (SSD) - A resource for students with disabilities that may require accommodation(s).

Professional Examination Services (PES) - Exams for certifications for continuing education or any off-campus exams.

SYLLABUS INSERT IS ON REVERSE SIDE

If your course requires proctored examination(s) at the Bulldog Testing Center (BTC), please add the following insert to your syllabus. This will confirm with students that they must also agree to all policies and procedures of the BTC.

SYLLABUS (INSERT)

This course may require proctored examination at the Bulldog Testing Center (BTC). By committing to this syllabus and it's course you also agree to all rules, regulations, and procedures appointed by the BTC, its staff, and its regulating members. Failure to adhere to any guidelines will result in the disciplinary actions set by the BTC and any related course.

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Students may visit the BTC website (FresnoState.edu/Academics/BulldogTestingCenter) for more information. Additional information on rules and procedures can be found in the students section under "BTC Student Help Card."

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