LEARNING RESOURCE CENTER TESTING LAB POLICIES

1. The Learning Resource Center (LRC) maintains computer testing labs in the LRC and Lister Hill (LH) Library for the School of Health Professions (SHP).
2. All testing lab scheduling requests must be made by faculty or staff via 25Live online scheduling system: https://25live.collegenet.com/uab/. *NOTE: Firefox is the recommended web browser.*
3. The LRC and LH Testing Labs are for the use of the SHP faculty, staff and students. Academic testing has priority scheduling. Once SHP academic requests have been processed all other LH event requests will be processed as received.
4. Each testing lab workstation is only accessible to SHP academically registered students. User authentication is required via Blazer ID and Password for access to the testing station.
5. Each testing lab has an instructor's workstation available to SHP faculty and staff. User authentication is required via Blazer ID and Password for instructor station access.
6. The LRC testing labs are managed by the LRC. The LRC works with UAB IT to maintain all LRC testing labs which includes hardware and software. Any issues or problems experienced within the LRC testing labs are to be reported to the LRC. The LRC will be responsible for coordinating testing lab issues/problems with UAB IT or. UAB Telecommunications.
7. All LRC testing lab computers will offer the following software applications:
    a. Internet Explorer
    b. Firefox
    c. Google Chrome
    d. MS Office 2010/2013
    e. Endnote X7
    f. Adobe Acrobat Reader
    g. SPSS 22
    h. PowerPrep
    i. SAS 9.4
    j. Respondus Lock Down Browser
8. Additional software applications must be coordinated with the LRC. Due to the client-server architecture of the LRC Testing Labs, changes or additions to the software listing provided above requires extensive programming changes. As a result, changes to the software provided in the LRC testing labs cannot be implemented on an ad hoc basis. Therefore, software changes or additions will not be processed during the academic semester.
9. Any changes to the testing lab software offerings are implemented during semester breaks. Software changes or additions must be submitted to the LRC, the LRC will coordinate the software requests with UAB IT. It is recommended that all software requests be submitted as far in advance as possible. The software must be UAB compliant and be compatible with the current LH testing lab software offerings. Please allow at least three weeks for processing, programming, and testing of the software application.