

Identification

A valid ID must be provided in order to test at the Testing Center.

Policy Agreement

Test takers must sign a policy agreement when checking in.

Scheduling

Students are responsible for scheduling appointments with the Testing Center at least 48 hours in advance. The Testing Center does not take walk-in appointments.

Late for Appointments

The amount a test taker is late will be deducted from the total testing time (regardless of accommodations being provided). This is the same as when you are late for class during an exam.

Delivery of Exams

No exams will be returned to students once the designated testing time is over.

Scrap Paper

We will be glad to provide scrap paper for tests. All notes (if applicable), scrap paper, etc. will be collected and returned to the instructor with the test.

Breaks

Students may not leave the testing room during the test for any reason (this includes restroom breaks). **PLEASE MAKE SURE YOU USE THE RESTROOM BEFORE BEGINNING YOUR TEST.** Students who are scheduled for longer than two consecutive hours may schedule a restroom break with the proctor *PRIOR* to the beginning of the test, and will be notified of the break during testing by the proctor.

Suspicious Behavior

Students discovered demonstrating any suspicious behavior during testing will be reported to the instructor, as well as the Vice President of Student Affairs (see Academic Honesty Policy in your Student Handbook).

Cameras

Surveillance cameras may be used to assist in monitoring of students in the testing areas.

Date: 02/22/2018

Items Not Permitted

The following items are prohibited in the test room unless authorized on instructor's test form, and/or approved by the Testing Center Staff:

- Clothing: jackets, hats, hoodies will be searched
- Electronics of any kind, including: cell phones, personal data devices, watches, iPods, ear buds, headphones, etc.
- Backpacks, purses, wallets
- books, notes, any sheets of paper
- Food or drinks
- Sunglasses, keys
- Personal items (pencil pouches, tissues, etc.)
- Any items that the Testing Center deems could impact the integrity of the testing environment.

End of Designated Testing Time

Tests must be surrendered (as well as any testing materials) at the end of the scheduled test time. *Any time taken to complete the test after the designated ending time will be reported to the instructor, and possibly the Dean of Students.*