

TESTING CENTER GUIDELINES

Appointments

- Appointments are highly encouraged at all campus testing centers.
- Please call or email to reserve a time at least 24 hours in advance.
- The testing centers will accommodate drop-in testing as the need arises. If proctors are not available or testing rooms are previously reserved, you may be asked to return at a later time.

Picture ID

- A valid photo ID is required for testing.

Personal Belongings

- No hoods, coats, jackets, bulky clothing, hats, or caps are allowed during testing.
- Pockets must be empty during testing.
- Personal belongings, backpacks, and purses must be left outside the testing room.

Cell Phones and Electronic Devices

- No cell phones or electronic devices are allowed in the testing room unless an instructor has notified the Testing Center of their use (i-Pods, i-Pads, MP3 players, headphones, smartwatches, cameras, flash drives, lap-top computers, pen-input devices, etc.).
- Cell phones must be in silent mode.

Books and Notes

- No books, notes, or personal scratch paper are allowed in the testing room unless the instructor has notified the Testing Center of their use.
- The Testing Center will provide pencils, scratch paper, and/or calculators that will be collected by the test proctor at the end of the exam.

Testing Aids and Materials

- Only the materials the instructor has allowed for a given test are allowed.
- If student has an accommodation plan that allows the use of certain materials, this must be noted by the instructor before the exam begins.

Test Completion

- All tests must be completed and turned in at the designated closing time for that Testing Center, regardless of when the test began or if it is incomplete.

Food and Drink

- No food is allowed in the testing rooms.
- Drinks must be in closed beverage containers and placed on the floor (not on the desk or table in the testing room).

Bathroom Breaks

- Bathroom breaks are not allowed for tests under two hours.
- Restrooms are located within close proximity and should be utilized before testing begins.

Other

- Children are not allowed in the testing rooms or the testing center.
- The testing centers strive to ensure a quiet, comfortable, and confidential testing area for all testers.

Cheating policy

- Any unauthorized writing or electronic devices observed with the student while testing warrants the immediate termination of their exam.
- The instructor or testing company will be notified of any instances of cheating or using unauthorized materials during an exam.
- NO EXCEPTIONS

Surveillance & Monitoring:

- The Testing Center employs audio, video, and computer surveillance and recording technologies to maintain an environment of academic integrity.
- In addition to this, proctors often have a direct line of sight on those who are testing and do random walkthroughs of the testing rooms.