

Testing Center Guidelines

The Testing Center is committed to creating a positive atmosphere where students, faculty, and staff feel comfortable and confident that they will receive services in a professional manner and in a relaxed environment.

1. Examinees will be **required to present a photo I.D.** Some exams may require that the photo ID be a valid state/government issued ID and student ID.
2. If a student is wearing a heavy coat, hoodie, or jacket they may be asked to remove it, pull down the hood, and/or roll up their sleeves due to testing integrity issues.
3. Students will be required to remove all head gear due to testing integrity issues unless deemed medically or religiously necessary.
4. Examinees may bring into the testing room only the materials that are allowed for the exam. Other items, including but not limited to: books, notebooks, note cards, note papers, cell phones, music devices, laptops, other electronic devices etc., will not be allowed in the testing room. These items must be stored elsewhere or shelved in the Testing Center at the student's own risk. **These items may not be accessed during the testing period. Examinees must notify testing staff if access is required.** If any unauthorized materials are found on or around the student's desk, all materials, including the test, will be picked up, and the test will end at that time. The instructor will be notified immediately.
5. The student electronic device policy is upheld in the Testing Center. All cell phones, electronics, watches, eyewear and earphones must be turned **OFF** and removed prior to entry to the testing area.
6. In the event that any testing infractions occur, testing staff **WILL** notify your instructor and /or any other parties. See Disruptive Behavior in student handbook.
7. Each test must be taken in one sitting. Examinees will not be allowed to leave the testing room for any reason during a test.
8. Examinees must arrive at the Testing Center early enough to complete their tests by the Testing Center's posted closing time. Testing will be collected at closing time even if the student has not finished. Examinees arriving 60 minutes or less before the posted closing time will not be admitted to test. Testing Center hours are posted in the office and on the website.
9. No food or drinks will be allowed in the testing room.

***By signing the testing roster you are acknowledging that you have read and agree to these rules and guidelines.**