

Testing Center (A-167) Rules and Regulations

- ▶ **Personal Items:** Students are not permitted to have personal items with them while they test. This includes coats, bags, backpacks, **cell-phones**, computers, folders, notes, etc. The only items allowed are approved materials from your instructor for use with your quiz/test/exam. All other items may be left on the table located in the Testing Center or with a staff member. **Testing Center staff is not responsible for lost or stolen items.**
- ▶ **Food or Drink:** **NO** food or drink allowed in the Testing Center (including water bottles).
- ▶ **Restroom breaks:** Restroom breaks are discouraged. It is recommended that the student uses the restroom before he/she begins the test. In the event a restroom break is requested, a proctor will document when the student leaves and returns from the bathroom break. Time elapsed during a restroom break will NOT extend the time allotted to complete a test. **Students are not permitted to bring purses, cellphones, book bags, etc. to the restroom.**
- ▶ **Noise Level:** The Testing Center should be a quiet, safe, and distraction-free environment for all students testing. Please remain quiet at all times while testing or in the Testing Center front office. This includes checking-in for your test, during your test, and while checking-out after your test.
- ▶ **Arrival time:** Students are expected to arrive at least 10 minutes before their scheduled tests.
- ▶ **Late arrival:** Any students arriving more than 10 minutes **after** the scheduled test time on their Test Reservation Form will not be permitted to take their test. A new test Reservation form will need to be completed and approved by the instructor (if the instructor allows the student to reschedule). Please be advised that this does not ensure that the Testing Center can accommodate the test that day. If a student arrives 1 to 10 minutes late for their test, he/she may begin the test, but cannot make up that 1 to 10 minutes. Time to complete the test will begin at the time indicated by the professor on the test reservation form under “class time allotted” and NOT the time a student arrives at the Testing Center.
- ▶ **No show:** Students who fail to arrive on the reserved testing day and time will be considered a “no show,” just as they would in the classroom. The same policy applies when a student needs to reschedule for being late to a scheduled test. Please be advised that this does not ensure that the test will be rescheduled.
- ▶ **Cancellation:** Students are expected to inform the Testing Center of cancellation of a scheduled test. Cancellations must be made no later than 24 hours prior to a test reservation. A new Test Reservation Form is required to reschedule a test.
- ▶ **Materials allowed during tests:** You may only use materials indicated on the Test Reservation Form by your instructor or provided through accommodation. It is your responsibility to discuss this with your instructor when completing the form. Only those items indicated on the form will be allowed; no exceptions. The Testing Center staff also reserves the right to make copies of all “notecards” and “cheat sheets” allowed by the instructor and will attach them to your completed test.

- ▶ **Testing Time Allotted:** The time indicated on the Test Reservation Request Form will be considered the time allotted in-class for the scheduled test WITHOUT your accommodation factored in. If you have an accommodation of extended test time we will multiply the allotted class time by your extended test time. When you check in you will be told how much time you are allotted for the test and when your time ends. When your test ends, it must be returned to the proctor. **You** are responsible for monitoring the time you have remaining for your test. You may not use your own personal timer, clock, or watch to determine time remaining for a test; there is a large clock on the wall in the Testing Center.
- ▶ **Test Completion:** When you have completed the test, the proctor will secure the test and any (if approved) scratch paper and notecards used during the test. You will no longer have access to this test; no exceptions. Tests are returned to the instructor by the method indicated on the Test Reservation Form. The Testing Center will not release completed tests to a student.
- ▶ **Academic Misconduct:** If a proctor witnesses any suspected academic misconduct during the test, he/she will collect the test and any documents in question and notify the Accessibility Services Program Administrator of the incident. The Program Administrator will review reported misconduct and notify the instructor.
- ▶ **Test Irregularities:** If the student or proctor feels it is necessary to document a particular test irregularity (i.e. questions numbered wrong), he/she may do so by writing a note to the instructor and attaching it to the completed test. The student will be asked in this case to mark answers on both the test and the scantron/answer sheet if a scantron/answer sheet is required.
- ▶ **Questions during a test:** It is the student's responsibility to discuss any and all questions regarding the test with his/her instructor when completing the Test Reservation Form, including how the instructor wants to handle a student question during the test. The Testing Center proctors and Program Administrator may NOT answer any questions related to the content of the test or address anything not indicated in the test administration instructions.
- ▶ **Change in test day or time:** If an instructor changes the day and/or time of a test that has been reserved in the Testing Center, it is the student's responsibility to cancel the test reservation and complete a new Test Reservation Form.

IF STUDENTS DO NOT AGREE TO THESE TERMS, THEY WILL NOT BE PERMITTED TO USE THE TESTING CENTER.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____