

Testing Center Rules

1. A valid Picture ID Required - Photo I.D. must have first & last name. Name must match the name on the test.
2. **COATS, JACKETS or SWEATERS** that button or zip in the front are not permitted. If it zips, buttons up or opens in the front it must be placed in a basket. If you think you will be cold, please wear a sweatshirt or a sweater that does not zip or button up.
3. **HATS** with brims or other outerwear **must** be removed and placed in a basket.
4. Only items specified by your instructor will be allowed on the testing table. **All other belongings must be placed in a basket. The following items are not permitted at testing tables:**
 - A. Purses
 - B. Food or beverages
 - C. Cell phones, Pagers, iPods or Bluetooth headsets and other electronic devices are **not allowed** at the testing tables. These items must be placed in a basket due to testing security issues. If you are caught with any of these items at your table in the Academic Testing Center, your exam will be considered ended and your instructor will be notified. **Cell phones must be placed on silent/ turned off prior to being placed in the basket.**
 - D. Backpacks and briefcases
 - E. Personal Computers
 - F. USB flash drives
5. Homework cannot be accepted by the Academic Testing Center. Make arrangements with your instructor.
6. Going in and out of the Academic Testing Center is not allowed. If you leave the room, you will be considered as having completed your test and it must be turned in to the Academic Testing Center staff. Please use the restroom before you enter the Academic Testing Center.
7. Students requiring special arrangements, such as extensions and/or additional materials, must make those arrangements with the instructor. The instructor must

indicate these materials when filling out the Academic Testing Center request form.

8. No exams are given beyond the specified date without VERBAL or WRITTEN permission from the INSTRUCTOR to the Testing Center staff.

9 Children are not allowed in the Academic Testing Center. If you have children, please make arrangements for their care while you take your exam.

10. Come prepared and know the length of time allowed for your exam. Give yourself enough time to complete the exam prior to the Academic Testing Center closing for the day. All tests will be collected at closing time, regardless of time remaining.