

Testing Center Policies

1. Students must produce photo identification to take a test.
2. Students should arrive at least ten minutes before the time the instructor has allotted for the test. Lab instructors cannot stay past the posted closing time to accommodate a person who arrives late.
3. Students may not bring a test to or take a test from the Center.
4. Lab personnel will provide lined paper and four-function calculators as needed. The student should ask the instructor about any materials needed for the test.
4. Students may not leave the room during testing unless they have been given permission by a lab instructor. Lab personnel will take the test of any student who leaves without permission.
5. Students may not answer cell phone or pager messages while taking a test. Lab personnel will take the test of any tester who accesses a cell phone or a pager.
6. The student must place all book bags and belongings in the designated area of the Testing Center. Lab personnel reserve the right to inspect supplies required for the test.
7. Students will not have access to a test after its due date.
8. Students should contact the instructor to determine when the test will be available in the Testing Center. Lab personnel cannot answer phone inquiries about test availability.

