

Testing Center Policies for Students

1. Any student wishing to take a test of any kind **must present an original government (city/state/federal), work, or school issued photo identification.** The ID must contain a recent photo and the bearer's FIRST and LAST name. **There are no exceptions to this rule.**
2. **ONLY STUDENTS WHO ARE TESTING ARE PERMITTED TO BE IN THE TESTING CENTER.** Friends, and/or parents or other relatives must wait elsewhere for the student to complete his or her testing session. Students may not use the Testing Center for review or study prior to taking a test.
3. Students should be aware of the operating hours of the Testing Center before arriving to take a test. Testing Center personnel cannot stay past the posted closing time to accommodate a person who has not completed a test.
3. Electronic devices are strictly prohibited. All devices must be **powered off** and stored prior to starting a test. No electronic devices of any kind may be on a tester's person or within reach during a test. The testing center can provide a secure storage device for those who need it. The best practice is to not bring any of these to the testing center.
4. Students may not have any personal belongings with them at the testing station. The only items permitted are: a pen or pencil, scratch paper provided by the testing center, a calculator if permitted by the instructor, and any other materials or notes specifically indicated by an instructor. All other items must be stored near the testing center sign-in station.
5. Students may not leave the testing center for any reason during a test. Students who choose to leave before a test is completed will not be permitted to complete the test without specific permission from an instructor. If there is a chronic medical condition that supports breaks or restroom use during a testing session, such accommodations must be approved by the school's Office of Disabilities Support Services.

The only exception to this rule is that students taking the Accuplacer tests may leave to use the restroom between the separate tests administered, but not during one of the tests.
6. Food and beverages are not permitted in the testing room. The only exception to this is a **CLOSED** water bottle that is kept on the floor by the testing station. Do not bring any other food or beverage containers with you to into the testing center.
7. Students may not take any test after the due date has expired. It is the student's responsibility to contact the instructor about the availability of a test.
8. At the end of a test, students must turn in all testing materials and any scratch paper used. Students may not remove any materials from the testing center.
9. Any student found to be violating testing policies, talking with other testers, or engaging in any activities which could be deemed as cheating will be required to immediately stop the test. All necessary materials and documentation will be collected. The instructor will be informed. Each case will be adjudicated under the college's academic values policies, which can be found in the current college catalog.