Testing Center Policy

- Exams are administered by appointment only using the Exam Reservation Form.
- Exams must be scheduled 3 business days in advance. Additional notice may be required for midterm or final exams.
- “No call no shows” and test takers who are more than 15 minutes late will be reported to the instructor.
- The exam will begin (i.e., the clock will start) at the scheduled time regardless of when the student arrives to the exam. Time may not be extended for students who arrive late to the exam.
- Backpacks, purses, books, cell phones, electronic devices, and other materials are not permitted in the Testing Center.
- Test takers will be asked to empty their pockets before entering the Testing Center.
- No food or beverages are allowed in the Testing Center.
- Children are not permitted in the Testing Center.
- Only items designated by the instructor on the Exam Reservation Form may be used on exams.
- Unless specified by instructor, exam must be completed in one sitting.
- Talking with other test takers is prohibited during testing.
- Test takers will be recorded while testing. Cheating is subject to disciplinary action and will be reported to the instructor.
- All testing materials and scratch paper must be turned in to the Testing Center upon completion of exam.

*Violation of these policies may result in forfeit of test or additional disciplinary actions as outlined in the Student Handbook.*