

## Testing Center Policy

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

- 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, at the discretion of the accessibility staff. Without this notice, the exam will be scheduled if it can reasonably be arranged.
- The exam time will begin as scheduled, regardless of when the student arrives to the exam. **Time will not be extended for those who arrive late to the exam.**
- Backpacks, purses, books, cell phones, electronic devices, watches, jackets, excessively baggy clothing, and other materials are not permitted in the Testing Center.
- Food is not allowed in the Testing Center.
- Only the 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 and on the same day the class is scheduled.
- Testing start times may be adjusted based on availability; however, the **Testing Center staff will not change test dates.**
- 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. Reviewing an exam outside of the Testing Center is prohibited.