Testing Services Policies & Procedures

Use of Testing Services (TS) proctor services implies agreement and consent to ALL Testing Services testing rules and procedures as written below and as explained by Testing Services (TS) staff.

Photo ID required with <u>completely</u> visible name and picture. (You must be able to be identified)

No cell phones, PDAs, IPODs, unapproved calculators, headphones, or other electronic devices allowed.

No smart watches or fit bits (Anything w/ internet, sound, or photographic capabilities).

No devices w/ audio or audio recording capabilities.

No flash or thumb drives (unless checked and verified by an instructor/staff).

No hats, coats, scarves, water bottles, or any other extraneous items allowed without TS staff inspection and approval. Test takers will be asked to empty their pockets before testing.
   - o If you leave anything outside of the lockers, it is your responsibility. (TS advises you to lock everything up).

TS Staff will check calculators, trade scantron sheets, and provide scratch paper. (if applicable)

If the test is a computer-based test, testers are not allowed to navigate away from designated programs or websites.

Students are in charge of keeping up with their own time. If they exceed their time limit, a proctor will collect their test unless specified by their instructor.

No exceptions to the test instructions as provided by professor.

No breaks allowed.
   - o Breaks are not allowed during testing in Testing Services unless specifically mentioned by the instructor or through approved accommodations.

We are not responsible for any lost or stolen items. Please put your belongings in a lock box.

No cheating/academic dishonesty   You are under camera surveillance.
   - o **The TS Staff will report any suspicious student activity or blatant disregard of rules, instructions, or procedures.**