Academic Support Center Test Center Policies

Scheduling Exams

Students must schedule tests/quizzes/exams with the Academic Support Center at least 5 days prior to the testing date.

Time Allotment

Time Allotment for any exam is determined by the amount of time allowed for all students enrolled in the course. Students with documented disabilities may request extended time (maximum of double time) based on the standard time allowed for the exam.

Exams must be started at the scheduled time. Students who arrive late will not have time added to their time allotment. In the event of tardiness of more than 15 minutes, the Academic Support Center reserves the right to cancel the scheduled exam and return the untaken exam to the professor.

Prior to starting an exam, staff will remind students of the time they have been allotted based on their approved accommodations. Students may not test beyond the time allotted.

Personal Belongings/Seating Assignment

Backpacks, purses, books, cell phones, coats, and other personal belongings may not be brought into the exam area. All personal belongings will be kept by the Academic Support Center staff.

Students may not use any tobacco products during testing.

Students may not leave the Academic Support Center during an exam unless it is an emergency (illness). Be sure to take care of any personal needs prior to starting the exam. In case of illness, alert the proctor of your need to leave the exam. Leaving during the exam without alerting a proctor is grounds for discontinuing the exam.

Authorized/Unauthorized Aids

Use of Authorized Aids:
The Academic Support Center must have written permission from the instructor authorizing the use of notes, books, calculators, etc. Requests for use of aids not listed by faculty will be refused. Staff will inspect authorized aids to ensure the aids conform to faculty instructions.

Use of Unauthorized Aids:
If a student is discovered using materials not authorized by the faculty, all materials and the completed portion of the exam will be collected. All materials and a summary report of events will be submitted to the faculty member. For those students who use a computer as an exam accommodation, students may not access the internet for any reason. They also will not be allowed to use personal USB drives or laptops for an exam.

Office telephones and cell phones may not be used for personal reasons during exams. If students need to contact the faculty member concerning the exam, a proctor will place the phone call for the student.

The Academic Support Center adheres to the College’s policy on Academic Integrity, which is printed in the Student Handbook. To ensure the integrity of exams written at the Academic Support Center, staff will perform random checks while students are taking tests. These checks may involve an examination of exam papers and related materials taken into the testing area by the students. Staff will also use video cameras to observe testing areas.

Any breach of the Academic Integrity Policy will result in the examination will be stopped. The proctor will collect all exam materials and unauthorized aids, document the occurrence, and submit all documentation to the faculty member. Faculty will follow the procedural guidelines for Academic Integrity Policy as stated in the Student Handbook.

I have read and understand the above policies regarding use of testing facilities with the Academic Support Center:

Signature ______________________________________     Date: __________________________