

TESTING CENTER STUDENT RULES

1. You must not bring any personal/unauthorized items into the testing room.

Testing Center staff will have final discretion as to what is or is not allowed into the testing room.

- ! No outerwear. This includes overcoats and jackets.
 - ! No scarves of any kind except for religious or medical reasons.
 - ! No hats.
 - ! No cell phones or pagers.
 - ! No purses, wallets, watches, or fitness trackers.
 - ! No hand held computers, PDAs, or other electronic devices.
 - ! No briefcases, backpacks, or bags.
 - ! No notes, notebooks, study guides, dictionaries, pens, or pencils. All testing supplies will be provided by the Testing Center unless specified by the proctor directions for the exam.
 - ! No food, drinks, or tobacco products.
 - ! No weapons of any kind.
2. Any clothing or jewelry items allowed to be worn in the test room must remain on your person at all times. Removed clothing or jewelry items must be stored in your locker.
 3. We encourage students to put hoodies and sweaters in the lockers. These items will be inspected if you choose to wear them into the testing room.
 4. You will be asked to turn your pockets inside out and pat yourself down prior to entry into the test room to confirm that you have no prohibited items. All comfort aides will be visually inspected.
 5. Personal calculators, if permitted, will be inspected prior to entering the testing room. Calculator covers must be removed and stored in the lockers.
 6. Repeated or lengthy departures from the test room for unscheduled breaks will be reported.
 7. If you need access to stored items during testing, such as medicine, you must inform the staff before you retrieve the item.

8. You must conduct yourself in a civil manner at all times when on the premises of the Testing Center. Abusive behavior toward staff or other students will not be tolerated.

9. In accordance with FERPA law and to protect the privacy of all testers, the staff can neither confirm nor deny if any particular individual is present or scheduled at the Testing Center. Staff will not take messages for students who are testing.

10. Persons not taking a test (family members, friends, children) are not allowed in the Testing Center.