

## **TESTING CENTER GUIDELINES**

- **FACE COVERING**
  - Fully vaccinated? You are welcome on campus without wearing a face covering.
  - Not vaccinated or partially vaccinated? Please wear a face covering while on campus.
- **MAINTAIN SOCIAL DISTANCING**
  - Be vigilant about remaining 6 feet apart from others.
- **STORE PERSONAL BELONGINGS IN A TESTING CENTER LOCKER.** A quarter is required to release the key; the quarter is refunded when the key is replaced.
  - The following items are prohibited in the testing center:
    - Cell phones, pagers, beepers, cameras, and listening devices (turned off).
    - Food, drink, gum, and candy.
    - Sunglasses, eyeglass cases, keys (except locker), lanyards, and badges.
    - Scarves, hats/caps (except for religious or medical reasons); hoods worn down.
    - All watches, fitness trackers/Fitbits, and wearable technology.
    - Papers, highlighters, rulers, detachable calculator covers, and pencil pouches/cases.
    - Wallets, clutches, handbags, and belt pouches/cases.
    - All pocket items.
- **SIGN IN FOR ALL TESTS AT THE TESTING CENTER WINDOW.**
  - Present current ID containing photo and full name.
  - State instructor's full name, class name, and written or computer test.
  - Know your test login and how to navigate to the test.
- Talking with other examinees is prohibited in the testing center; be as quiet as possible.
- Once a test is issued, it must be completed before leaving. If examinees leave for any reason before the test is completed, the unfinished test must be turned in and will not be re-issued.
- Other than the test, no other windows or applications are to be opened during a computer test.
- Students may not access other parts (e.g. grade book, syllabus, practice test, email) of Blackboard, MyLabs, etc. in the testing center. Navigate directly to the exam and upon completion, promptly log out of the learning system to ensure security and computer availability.
- Allow sufficient time to complete exams by Testing Center closing time; examinees assume this responsibility upon signing in.
- Turn in scratch paper and all test materials at the designated sign-out location.
- Inappropriate activity or violation of guidelines will be documented, sent to the instructor, and may result in test forfeiture and/or suspended use of the testing center.

**Testing Center is not responsible for lost or stolen items.**