



Assessment Centers – Student Guidelines

- All students must sign in and show a valid photo ID.
- **No testing will begin 1 hour prior to closing.**
- It is the student's responsibility to arrive at the center early enough to complete an exam before closing.
- Students must know the name of their instructor, class and exam that they wish to take (refer to class syllabus or schedule).
- Students are responsible for bringing scantrons and any other materials required for testing.
- **Students are required to leave backpacks, books, watches, jackets, cell phones, and other personal and electronic items in the designated areas (lockers, etc).**
- Food and Drinks are not allowed in the testing labs.
- Talking is not permitted in the testing labs.
- **Children and/or other non-test takers are not allowed in the exam rooms.**
- Students requiring use of a private testing rooms must schedule 48 hours in advance.
- Students will be closely monitored. If the student is suspected of cheating, the proctor will document the incident, collect any unauthorized materials and notify the instructor and/or Dean.
- Students may not leave the testing center once a test has begun except in the case of an emergency. The Proctor must be consulted prior to leaving.
- When students have completed their exam, it must be returned to the proctor. **Students are not allowed to leave with an exam.**
- Proctors will not accept homework, assignments, projects, etc., from students.