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- ❖ No personal items are allowed in testing room. Students should turn off or silence phones and leave all belongings outside the Manager of the Academic Support Center's office. Students will only be allowed to take in materials that the instructor has allowed for a given test.
 - ❖ Before beginning the exam, advise the ASC staff of any personal health needs that will require frequent breaks. Prepare ahead for snacks or medications. Extended time stated on the accommodations letter will be allowed.
 - ❖ Students are to remain in the testing room. In case of emergency, the incomplete exam must be returned to the Manager of the ASC. If a student leaves the room without informing the ASC staff, the exam will be taken up and returned to the instructor.
 - ❖ Arriving late (up to 30 minutes) will not extend the scheduled ending time for the exam.
 - ❖ If a student arrives more than 30 minutes late for a scheduled exam, the ASC may not administer the exam. It will then be the student's responsibility to go to the classroom to take the exam or speak to the instructor about rescheduling the exam.
 - ❖ All students are held accountable under the Academic Dishonesty Policy. If a student is observed engaged in an act of academic dishonesty, the test will be taken up, and the incident will be reported to the instructor. Students are monitored through security cameras in the Testing Center.
 - ❖ Students will return all tests and any additional materials to the Manager of the ASC when finished.