Testing Center Policies

The Instructional Testing Center provides a secure area for the administration of all exams. Adherence to the following rules will protect you from the perception of cheating and help ensure an efficient testing experience.

- In order to take an exam, you must present one of the following at check-in: SLCC student ID card (preferred), current passport, current driver's license, or current state ID card.
- If you arrive late for an evening appointment, please be advised that you will not be allowed to test if less than 50% of your allotted testing time is remaining.
- Restroom breaks during testing are not allowed. Please use the restroom prior to checking in.
- To ensure test integrity and a quiet environment for all, you may not bring any personal or unauthorized items into the testing room. These include, but are not limited to: food, drinks, sunglasses, hats, outerwear (such as coats and jackets), purses, backpacks, cell phones, wrist watches (regardless of make, style, or type), pagers, headphones, and any other electronic devices. Additionally, children may not accompany adults in the Testing Center.
- Please use good judgment with regard to clothing. Vulgar or profane text and/or images on clothing may offend or distract other test-takers, thus interfering with the testing environment. Clothing of this nature is therefore not allowed in the Testing Center.
- Only items authorized by your instructor are permitted in the testing room, e.g., calculators, notes, or books.
- All personal items are to be stored in an assigned locker. You will be issued a locker key upon check-in and asked to secure your personal items.
- Please be sure to return the locker key after you retrieve your stored belongings. Failure to do so will result in a $25 replacement charge, and a hold could be placed on your grades until payment is received.
- You will be continuously monitored by video, physical walk-throughs, and the observation window during your test. All testing sessions are audio and video recorded.
- Once a test has been issued, you may not leave the testing area without first ending the test.
- Do not remove the privacy screen attached to the computer monitor. They are easily damaged and costly to replace.
- If you experience any problems during testing, please raise your hand for assistance.
- You must not talk to other test-takers or refer to their screens, testing materials, or written notes in the testing room.
- Any blatant or suspected issues of academic dishonesty will be noted. You will be asked to leave and referred to your instructor for appropriate disciplinary action. (Refer to the SLCC Student Code of Conduct for additional information.)