



Office of Accessibility Services

## Testing Center Restroom Policy

Please use the restroom prior to arriving at the Testing Center. Restroom breaks during testing should be for emergencies only, or if restroom breaks are part of your accommodation.

If you need to use the restroom during a test, please follow this procedure:

1. Please inform the test proctor you need to use the restroom.
  - a. If you need to get to the restroom immediately, check-in with the proctor when you are done.
2. Bring your test (paper or laptop) with you to leave in the proctor's office.
3. When you are done using the restroom, pick up your test or laptop from the proctor's office and resume your test.

Nursing Students using Exemplify/ExamSoft or ATI. In addition to the above procedure, please do the following:

4. Submit an answer to the question you are working on prior to using the restroom. The test proctor must see you do this.
  - a. Bring your computer to the proctor's office and submit the answer without looking ahead at the next question.
  - b. If you are using the testing room computer, the proctor will go to the testing room to see you submit the answer.
  - c. If you need to get to the restroom immediately and cannot submit a question before, you must submit the answer choice you selected prior to leaving the room. Again, the test proctor must see you do this.