



Office of Accessibility Services

Testing Center Rules

Please read the following before taking a test with the Testing Center

- 1) Email your Letter of Accommodation from the Director of Accessibility Services to the Testing Center BEFORE you take your first test each semester.
- 2) Schedule your exam at Testing Center AT LEAST one week prior to your exam date. Inform your professor once you are scheduled.
- 3) Use the restroom BEFORE starting your test. Restroom breaks during your test will not pause your time. If breaks are part of your accommodation, that is already included in your full time. (See [Testing Center Restroom Policy](#) for more info)
- 4) Bring a student ID or State ID to show to the test proctor before each test. Lockers will be available to store personal items. The test proctor will provide you with a lock and key in exchange for your ID for the duration of the test.
- 5) Show the test proctor you are turning your cell phone completely off. Remove any smart watches, ear buds, or other wearable devices and place them in your bag or backpack. Any devices that allow outside communication are prohibited.
- 6) Place all laptops, calculators, notes, or any other materials in your bag or backpack UNLESS they are permitted for your test or part of your accommodations. Leave the rest of your belongings with the test proctor.
- 7) Food is not permitted in the testing rooms (unless part of an accommodation). If remote, please clear all food from your testing area. Drinks are allowed, but they should be in a clear bottle without any labels. You must show your drink to the test proctor before starting your test.
- 8) SMOKING/VAPING is not permitted in the testing rooms.
- 9) If you have any questions about the test or there are any issues with the test, inform the test proctor who will then contact your professor.



Office of Accessibility Services

- 10) Inform the test proctor when you complete your test. Bring your test and scrap paper to the test proctor, or show submissions for online tests to the test proctor. Rip up any used scrap paper.

- 11) When testing remotely, your testing area should be clear, quiet, and must be scanned before starting your test. Your camera and microphone must remain on while testing. Your camera must show you, your computer, and the area around your computer while testing. You should remain focused on the computer screen or scrap paper only.

Final Notes

You will be provided an individual room at the Testing Center, or a space 6 or more feet apart from another student in a larger computer lab during busier times of the semester. Students who require a private room for their accommodation will be given first priority, otherwise, they are offered on a first-come, first-served basis.

All testing rooms, remote and in-person at the Testing Center, are video monitored and recorded during testing. All recordings will be reviewed within 48 hours of your test and your professor will be informed of any concerns.

Good Luck!

Your signature below confirms that you have read and understand the Testing Center Rules. The test proctor is required to inform professors of students who do not adhere to these rules.

Student Signature: _____ **Date:** _____