TEST CENTER POLICIES

1) Students are **required** to present a **valid government issued** photo ID *(driver's license, Passport, State ID, permanent resident card)* to test.

2) The following items are prohibited in the test room: **calculators, dictionaries, electronic or photographic devices, food, beverages, books, headphones, translators, notes** and **study materials. All mobile devices must be placed on silent or turned off before entering the testing room.**

3) You are only allowed to have your ID, scratch paper and pencil on the computer workstation.

4) All personal belongings must be placed under the computer workstation or at the front of the room during testing.

5) Children are **NOT** allowed in the testing room. Proctors are not responsible for the supervision of children sitting outside the Center or in other computer labs.

6) Talking and disruptive behavior are not permitted in the testing room. Students may only communicate with the Center's staff during testing.

7) Proctors are not allowed to assist students in answering questions on the test.

8) There are no scheduled breaks during testing. Students are allowed to take a break/use the restroom as the need arises. Please use sparingly since some tests are timed *TEAS Test*

9) Students are prohibited from accessing any personal items such as cell phone, backpack, purse or study materials during testing.

10) Scratch paper and pencils (provided by the Center) must be returned to the proctor before leaving the test room.

11) Surfing of the internet and use of other computer programs while testing are **prohibited!**

12) Proctors are authorized to dismiss any student from the test session due to misconduct, cheating or violation of test center policies. Students who are caught cheating will be referred to the Dean of Student Services to determine a course of action.

Thank you for adhering to the policies of the Placement Testing Center at Capital Community College!