



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, translators, notes and study materials.**
- 3) You are only allowed to have your photo 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 test room. Proctors are not responsible for the supervision of children.
- 6) Talking and disruptive behavior are not permitted in the test 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.
- 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 left on the workstation or 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.
- 13) Students who are dismissed due to cheating will be referred to the Dean of Student Services.

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