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!