

Testing Center Guidelines for Students

- **You must provide a photo ID:**

- Government Issued ID (Driver's License, Passport, State ID, Military ID)
- NSCC Student ID

- **You must provide the following information to ensure that you are given the correct test:**

- Instructor's First and Last Name
- Course name/Course Number/Section Number
- Identify if it is a NS online course, RODP course, or Departmental make-up exam

- **No unauthorized test aids allowed:** Only items listed on the instructor's procedure form will be allowed in the testing area. All other materials must be stored in a locker.

- If a student is caught with unauthorized test aids, the instructor will be notified by email with the Testing Incident Report.
- If taking a paper/pencil test, then the computer is only authorized for use if the instructor has it listed as an authorized test aid.

- **No cell phones are allowed in the testing area** (not allowed to be used as a calculator)

- If a student has a cell phone in the Testing Center, the instructor will be notified.

- **No electronic devices** such as: iPad, iPod, iPod touch, pager, watch (any), Apple Watch, Android watch, smart watch, etc.

- **No food, drink, chewing gum or candy**

- **No hats** (Unless you have religious reasons or ADA accommodations on file)

- **No jackets**

- **Pockets** (Please be aware that if you wear items with pockets, you may be asked to empty any items in your pockets into the locker)

- If you wear a hoodie, pullover, cargo shorts/pants, etc. that have pockets, you may be asked to empty any pocket contents into the lockers. If you wear a hoodie, you are not allowed to wear the hood.

- **Once you enter the testing area and begin a test, you may not leave until you have finished the test.**

- If you need to leave for an emergency, you must notify a proctor.

- **It is the student's responsibility to ensure adequate testing time**

- For example, the Testing Center closes at 7:30pm, so a student with a 2 hour test limit would need to arrive by 5:30pm.
- You must check into the Testing Center at least 30 minutes prior to closing time.

- **No minor children** are allowed to be left on campus while a student is taking a test in the Testing Center. For more information, see Student Conduct Policy for children on campus.

- Testing Center personnel will seat you to maximize test security.

- You may take multiple tests on one day. However, during busy times in the Testing Center, you may have to rejoin the line and wait for a computer between tests.

- Please be quiet in the Testing Center as a courtesy to all students taking tests. If you are disruptive, you may be asked to leave the Testing Center and your instructor will be notified.

- All students are expected to abide by NSCC student conduct policies while in the Testing Center. Anyone violating these policies will have an Incident Report filed that will be turned in to his/her instructor. Instructors make final decisions about the impact of cheating/other disciplinary actions upon a student's grade.