

# Testing Center Rules

Effective December 4, 2018



*The mission of the East Central College Testing Center is to be a leading provider of collegiate and community testing services by maintaining a secure facility, skilled and courteous employees, and a positive working relationship with students, faculty, and the public. The Testing Center adheres to NCTA Professional Standards and Guidelines.*

No single list of rules can cover every conceivable circumstance. As a condition of using the Testing Center, you agree to follow all rules listed below, as well as any instructions given to you by the Testing Center staff. Third party exam sponsor policies shall supersede these rules if a conflict exists.

1. You are expected to conduct yourself professionally, civilly, and respectfully at all times while using the Testing Center. The Testing Center staff is authorized to refuse to admit you to a testing session or terminate your exam if you are exhibiting abusive behavior toward the staff or other test takers.
2. The Testing Center has adopted East Central College's [Academic Honor Code](#) as its position on student conduct when using the facility. You are responsible for learning about and being fully aware of activities that constitute violation of the Academic Honor Code. Violation of the Academic Honor Code will result in the termination of your exam, and will be reported to your instructor and the Office for Student Affairs.
3. A valid photo ID is required for admission to any test. Acceptable forms of ID include an ECC student ID, a current driver license or state ID, military ID, or passport. No form of electronic ID is accepted at the Testing Center.
4. No personal items are allowed in the testing room, including backpacks, briefcases, purses, bags, wallets, large jewelry items, and keys. **There must be nothing in your pockets when you enter the testing room.** The Testing Center has lockers available free of charge for you to secure your belongings. You are encouraged not to bring valuables, large amounts of cash, or anything else you would be uncomfortable leaving in a locker to the Testing Center. The Testing Center assumes no responsibility for personal items.
5. Weapons of any kind are not allowed in the Testing Center, regardless of whether you are licensed to carry the weapon or not, per ECC Board Policy 4.40. Testing Center lockers may not be used to store weapons.

6. Cell phones and electronic devices (including smart watches and other wearable technology) are not permitted in the testing room. Possession or use of a cell phone or electronic device after entering the testing room will result in the immediate termination of your exam.
7. Hats and headgear, unless worn for a religious or medical purpose, are not permitted in the testing room. Hats have been found to hide electronic devices and interfere with the proctoring process.
8. Outerwear, including heavy coats and jackets, parkas, rain coats, gloves, scarves, and sunglasses, are not permitted in the testing room. Light clothing items such as suit jackets, sweaters, and sweatshirts are permitted after a visual inspection. Any light clothing items removed for comfort during your test must be hung on the back of your chair, not placed in your lap or on the workstation desktop.
9. Food and drink, including candy and gum, are not allowed in the testing room.
10. The Testing Center staff reserves the right to assign seating in the testing room.
11. Only materials that have been approved by your instructor may be used during your exam. Calculators which connect to the internet or have a separate alphabetical keyboard in any format are not permitted. The Testing Center has a limited supply of calculators for student use. The Testing Center staff reserves the right to inspect any student-supplied calculator.
12. If your instructor has approved the use of scratch paper for your exam, you must use the scratch paper provided by the Testing Center. Scratch paper must be turned in at the end of your exam, whether you used any of the pages or not. If you need additional scratch paper during your exam, you must turn in your used pages before additional pages will be provided.
13. Restroom breaks during testing sessions are permitted, but will count against your allotted time. You must obtain permission from a Testing Center staff member before taking a break and before accessing a stored item during a break, including medicine. You may not leave the building while on a break. Repeated or lengthy departures from the testing room will be reported to your instructor. For your safety and others', The Testing Center staff may end your testing session if you become ill or experience a medical emergency during your test.
14. All activity in the Testing Center is monitored by audio and video recording equipment. Recordings may be used as evidence when investigating possible acts of misconduct.

15. The only talking allowed in the testing room must be directed toward the Testing Center staff, and must be at a volume low enough not to disturb other test takers. Talking with other test takers in the testing room will result in the immediate termination of your exam.
16. You must leave the testing room promptly upon completing your test or the expiration of your allotted time. While computer-delivered tests are programmed to terminate when the allotted time expires, you are responsible for monitoring your own time when taking paper-delivered tests. The testing room has a clock on the wall for this purpose.
17. In the event all testing workstations are occupied, the Testing Center staff may draw up a waiting list, with students admitted on a first-come, first-served basis. If you are taking multiple exams when there is a waiting list, you must re-enter the queue before being admitted for your next test.
18. Individuals who are not taking tests are not permitted in the testing room, nor to congregate or loiter in the check-in area or by the testing room windows and doors.
19. You may not leave children under 17 years of age unattended on campus during your testing session, per ECC Board Policy 2.15. The Testing Center staff is not permitted to look after unattended children, as this would place an unacceptable liability upon the College.
20. Operating hours are posted at the Testing Center check-in desk and on its website. The last exam is given out one hour before closing time every day. No tests will be given out after this cut-off time.
21. All testing ends promptly at closing time every day. It is your responsibility to arrive early enough to have your full allotted time for testing. Any allotted time you may have remaining when the Testing Center closes is forfeited.
22. The Testing Center is not a liaison or an arbiter between the student and the instructor, nor is the Testing Center involved in scoring exams. Any issues involving an exam's instructions, availability, content, or scoring must be directed to your instructor.