

Testing Center Prohibited Items and Activities

Effective July 30, 2018



The following items and activities are not permitted in the Testing Center, however this list is not intended to be exhaustive. As a condition of using the Testing Center, you agree to follow any instructions given to you by the Testing Center staff. Please refer to the "Testing Center Rules" document for more detailed information. Third party exam sponsor policies shall supersede these rules if a conflict exists.

Prohibited Items

- Personal items (i.e. backpacks, briefcases, purses/bags, wallets, large jewelry items, keys, calculator lids)
- Weapons of any kind.
- Cell phones and electronic devices (including smart watches and other wearable technology).
- Hats and headgear, unless worn for a religious or medical purpose.
- Outerwear, including heavy coats and jackets, parkas, rain coats, gloves, scarves, and sunglasses.
- Food and drink, including candy and gum.
- Any materials or aids not approved by your instructor or exam sponsor.

Prohibited Activities

- Abusive, uncivil, or disrespectful speech or behavior toward the Testing Center staff or other test takers.
- Possession or use of unauthorized materials in the testing room.
- Talking to anyone other than Testing Center staff while in the testing room.
- Behavior that creates a disturbance in the testing room or distracts other test takers.
- Looking at or copying from another test taker's test paper or computer screen.
- Giving or receiving test content or assistance of any kind.
- Taking a break or accessing a personal item during a break without permission from the Testing Center staff, or taking repeated or lengthy breaks.
- Remaining in the testing room after completion of your exam.
- Removing test content from the Testing Center, or retaining any test materials or aids that must be handed in at the completion of your exam.
- Leaving a child under the age of 17 unattended on campus while you are testing.

Academic Honor Code

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.

Enforcement

The Testing Center staff is authorized to refuse to admit you to your test or dismiss you from your testing session if you are observed in possession of prohibited items, engaging in prohibited activities, or violating the Academic Honor Code. Violations of the Academic Honor Code and/or the Testing Center rules will be reported to your instructor and the Office for Student Affairs.

*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.*