E-Testing Center Rules

- Students assume full responsibility over their actions while they are in the e-Testing Center.

- Cell phones, keys, hats (if wearing hoody, please remove hood from your head), sunglasses, book bags, purses, etc. are not permitted in the e-Testing Center. **Cell phones must be turned OFF before being placed inside the locker. Students caught with a cell phone in the e-Testing Center will have their exams terminated immediately and will not be able to retake the exam.**

- Surfing the web or using e-mail or any other program on the computer besides taking the exam is not permitted.

- No children or visitors are allowed in the e-Testing Center. Children are not to be left alone in the building while taking an exam.

- No food or drinks are permitted in the e-Testing Center.

- All scratch paper and authorized notes/outlines used while taking the exam must be turned into the proctor at the conclusion of the exam.

- Students are not permitted to leave the e-Testing Center during exams for any reason, **including bathroom breaks.**

- Students may not use abusive or inappropriate language towards the proctor(s).

- Students may not disturb any other students while in the e-Testing Center.

- Students who do not follow the above rules will have their exams terminated.

- Any student whose behavior results in the need to call campus security will be removed from the center immediately and will not be readmitted for subsequent exams until student affairs, e-Testing Center staff, and the student's professor convene to determine the specific actions to be taken.

A student’s signature on the sign-in sheet acknowledges that he/she has read and agreed to all guidelines and terms of the e-Testing Center.
How to Use lockers

You will require a token to release the key off the locker. Tokens will be given at the e-Testing center upon arrival.

1. Put your belongings inside the locker: backpack, keys, wallets, tablets, laptop, books, etc. (remember to turn off your cell phone)

   ((DO NOT LEAVE THIS PAPER IN THE LOCKER, WE NEED IT))

2. Insert token before closing door.
3. Close door, turn the key clockwise and remove
4. Make sure the door is locked
5. Go back to e-testing. Remember to complete your Rules acknowledgement (if you have not done so) before returning to e-testing.

Good Luck on your Test!!